



TRAINING
INFORMATION

HLTPAT005 Collect specimens for drugs of abuse testing

Drugs of Abuse Testing Officer

 Urine Drug Testing

AS/NZS 4308:2008

 Oral Fluid (Saliva) Drug Testing

AS/NZS 4760:2019

 Breath Alcohol Testing

AS 3547:2019



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Drugs of Abuse Testing Officer

Unit of Competency:

HLTPAT005 Collect specimens for drugs of abuse testing

About Progressive Diagnostics

The use of alcohol and drugs can pose a significant occupational health and safety risk, including a decrease in mental and physical capabilities, poor judgment, loss of coordination, risk-taking behaviour, all of which can increase workplace accidents. Progressive Diagnostics provides a premium training, educational and consultancy service to support businesses to develop, implement and manage Drug and Alcohol Testing and related policies and procedures.

Progressive Diagnostics is a Registered Training Organisation (RTO No: 41103) and is a leading provider of training and educational services related to workplace drug and alcohol testing. We deliver accredited and non-accredited courses to individuals and businesses of all sizes, across Australia.

We specialise in delivering a nationally recognised Drugs of Abuse Specimen Collection and Testing training course which includes:

- Urine specimen collection and testing,
- Oral fluid (saliva) specimen collection and testing
- Breath Alcohol Testing / Breathalyser operation

A detailed Training Manual is provided to course participants; this is a valuable resource to support participants after successfully completing the training.

The training includes both a thorough theoretical component to provide a clear context for testing, as well as detailed “hands-on” practical training to ensure participants are able to apply their testing skills on the job immediately.

Course Description

The Australian / New Zealand Standard related to workplace drug testing (AS/NZS 4308:2008) defines a ‘Collector’ as a person who has successfully completed a course of instruction for specimen collection and on-site screening (if applicable), handling, storage and despatch of specimens and who has received a statement of attainment in accordance with the relevant training authority.

The aim of this course is to equip people to become certified in drug and alcohol testing in the workplace, to perform these duties confidently, accurately and to the highest standard.

Code

Upon successful completion of the course, participants will be awarded a Statement of Attainment for the following Unit of Competency: **HLTPAT005 Collect specimens for drugs of abuse testing.**

Description

This unit of competency describes the skills and knowledge required to follow procedures for collection of specimens for drugs of abuse testing. Our training course is fully compliant with the requirements of the relevant Australian Standards:

Urine Sample Collection

AS/NZS 4308:2008

Procedures for Specimen Collection and the Detection and Quantitation of Drugs in Urine

Oral Fluid (Saliva) Sample Collection

AS/NZS 4760:2019

Procedures for Specimen Collection and the Detection and Quantitation of Drugs in Oral Fluid

Breathalyser Operation

AS 3547:2019

Training Staff

Progressive Diagnostics has dedicated, qualified trainers with vast and current industry experience. Our trainers have the latest training qualifications.

We are dedicated to creating the highest standard of ethical drug and alcohol testing training and education. We constantly engage with industry stakeholders to ensure we provide the highest quality of training which is relevant, current, flexible, convenient and future ready.

Application

This training course covers the skills and knowledge required to confirm collection requirements, prepare client and equipment and collect specimens via urine and/or oral and breath testing following the special procedures that apply for drugs of abuse testing.

This unit applies to individuals working in collection centres, in hospitals, in other health care environments and workplaces where drugs of abuse testing takes place.

The performance criteria include:

● **Confirm collection requirements:**

- Greet client courteously and identify self
- Identify client following organisation and regulatory procedures
- Confirm that client meets pre-testing criteria for required collection
- Obtain, interpret and accurately record personal and clinical information in accordance with organisation policies and procedures
- Explain collection procedure to client
- Obtain consent for collection procedure from client

● **Prepare for collection procedure:**

- Ensure collection environment is prepared according to requirements of standards
- Confirm method of collection based on correct interpretation of clinical request
- Select equipment and ask client to select collection kit according to organisation procedures if applicable to standard
- Prepare client for procedure by removing excess clothing and other possessions, and store these securely if applicable to standard
- Provide accurate advice to client about procedure

● **Collect specimen:**

- Follow procedures for sample collection according to standard and organisational procedure
- Adopt standard and additional infection control guidelines and precautions according to organisation documented procedures
- Observe client during and after collection for potential tampering and respond according to organisation procedures
- Assure sample integrity by testing and securing sample immediately following collection and for duration of time that sample is responsibility of the collector

● **Follow post collection procedures:**

- Dispose of waste in accordance with infection control protocols and organisation policies and procedures
- Accurately label specimens in accordance with standards requirements and organisation procedures
- Confirm information accuracy and sample security with client
- Complete other collection documentation in accordance with standards and organisation procedures
- Prepare and secure collected samples for transit or storage according to standards and organisational requirements, ensuring chain of custody is maintained

Delivery Mode and Duration

This training course is delivered over a period of 1 Day (approximately 9 hours), in a 'face to face' format.

Training is delivered by qualified trainers. The trainer will moderate the learning pace and methods appropriate to individual learning needs.

Training Delivery

Progressive Diagnostics provides a holistic training delivery approach to address the learning styles and needs of participants. Our training courses are conducted either onsite at your workplace or at an approved venue and include practical 'hands-on' experiences, as well as group classroom-based activities and discussion, including simulations and scenarios. Our trainers are very experienced in the field of drug and alcohol testing.

Our methodology for training, whilst focusing on 'hands-on and interactive learning', will include a combination of the following methods to engage participants in the learning experience.

- Use of role play, simulation and scenario activities that focus on both cognitive and motor skills.
- Group activities - designed to encourage networking, share ideas, decision making, working in teams, and overcoming conflict.
- Use of Effective learning materials - our expert training team uses learning materials which are designed to ensure that learning is transferred and reinforced.

Assessment and Competency Achievement

Training guides are supplied to all participants. The training and assessment is supported by learning that will be delivered on the day of training.

The course includes written and practical assessments which includes include practical application, scenarios, simulations, role play and general discussion.

Progressive Diagnostics provides appropriate learning support to all participants through its training and assessment delivery, applying reasonable adjustment to training and assessment where learning difficulties are experienced by the participant.

Several opportunities for reassessment will be provided to assist a participant to gain competency. However, where successive re-assessments are provided, and a participant has not yet gained competency a repeat of training and assessment in any unit of competency may attract further course fees.

Career Opportunities / Pathways

People that would like to be certified to perform workplace drug and alcohol testing.

Employment pathways could also include drug and alcohol testing at mine sites, large industrial sites, transport depots, medical centres, hospitals, pathology laboratories and other workplaces or environments where the need for drug and alcohol testing has been identified as an Occupational Health and Safety requirement.

Course Prerequisites

Progressive Diagnostics requires participants to be a minimum of 18 years of age.

Participants will be required to complete the course using the English language, both spoken and written in a legible manner. Participants are also required to be able to read and apply the course content.

Participants are required to be able to work autonomously and to make judgements within the responsibility of their job role working in collection centres, various industry environments and workplaces where drugs of abuse testing takes place.

Participants also need to have the ability to provide solutions to both predictable and unpredictable situations. The assessor must be satisfied that the participant has sufficient knowledge of the English language, both written and oral, to safely perform work.

Course Tuition Fee:

Please call for the latest pricing. Volume discounts may be available.

Payment Methods

Payment is due on or before the first day of your course. Progressive Diagnostics accepts the following payment options: Master Card, EFTPOS, Cash, Cheque or Direct Debit

Recognition of Prior Learning (RPL)

RPL is a form of assessment that acknowledges skills and knowledge gained through formal training conducted by industry or education, work experience and life experience.

The main principle of RPL Focuses on the outcomes of learning rather than when or where the learning occurred. Evidence of competency is collected by the participant and submitted to the nominated assessor and assessment is made based on the required industry standard within the relevant training package unit of competency. If you believe this may apply to you for any part of the course, then you should request an application kit during the enrolment process.

Complaints and Appeals

The complaints and appeals policy of Progressive Diagnostics provides an avenue for participants to address their complaints and appeals to Progressive Diagnostics Management and have them dealt with in a constructive and timely manner. All outcomes of complaints and appeals will be responded to in writing. If resolution is not reached an Independent adjudicator may be sought at little or no extra cost to the participant.

For additional information see our **Participant Handbook** located on our website:
www.progressivediagnostics.com.au.