AUSTRALIAN INSTITUTE OF MEDICAL SCIENTISTS

Guidelines for Assessment of Professional Skills & Qualifications

Pathology Collector/Phlebotomist (ANZSCO Code 311216)

APPLICANTS ARE STRONGLY ADVISED TO READ THESE GUIDELINES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

Overview

The Australian Government's Skilled Migration program is implemented through a partnership between government and industry. The Department of Immigration and Border Protection (DIBP), Department of Education and the Department of Employment represented by professional migration assessing authorities, to ensure that policies and procedures for assessing the skills of prospective migrants are appropriate, transparent and do not pose unreasonable barriers to migration.

The Department of Education and the Department of Employment supported this process through its role in approving migration assessing authorities. Approval is granted to professional bodies which meet established criteria, including a commitment to support the objectives of the General Skilled Migration program and the provision of an appropriate assessment service to prospective migrants.

The Australian Institute of Medical Scientists (AIMS) has been specified by the Minister for Immigration and Citizenship in accordance with the *Migration Regulations 1994* as the assessing authority for the occupation of **Pathology Collector/Phlebotomist (ANZSCO Code 311216)**.

If you wish to apply to migrate to Australia as a Pathology Collector/Phlebotomist under the Consolidated Sponsored Occupation List (CSOL) Migration visa categories, you will need to have your skills assessed by AIMS. AIMS will assess your skills as "suitable" or "not suitable" for your nominated occupation against the requirements it has established.

The Department of Immigration and Border Protection Australian Skills Recognition Information website also provides information on working as a Pathology Collector/Phlebotomist in Australia – visit: http://www.immi.gov.au/employers/anzsco/

Pathology Collector/Phlebotomy in Australia

In Australia, most of those engaged in pathology collection are employed in public hospitals or in collection centres for private diagnostic pathology laboratories. They may also be employed elsewhere, for example in doctors' surgeries, insurance offices, and fertility clinics.

Pathology Collectors/Phlebotomists

Pathology Collectors/Phlebotomists must be proficient in the collection, handling, transport and, in some instances, the pre-analytical processing of blood and other samples for analysis in diagnostic pathology laboratories. In order to assure the quality of sample provided to the laboratory the Pathology Collector / Phlebotomist must be aware of the importance of specimen collection in the overall patient care system, must be able to select the appropriate collection equipment, and must recognise the factors that affect the specimen collection procedures and test results.

The collector must be aware of infection control and occupational health and safety processes and procedures.

The Pathology Collector/Phlebotomist must recognise the different responsibilities of other healthcare professionals and understand the interactions required with laboratory and other health care personnel. The Pathology Collector/Phlebotomist must be able to demonstrate professional conduct at all times, and have the

interpersonal and communication skills required for interacting with patients, the public and professional colleagues.

The Pathology Collector/Phlebotomist should be able to demonstrate an understanding of pathology services requisitioning and the legal implications of the work setting.

Education in Australia

The minimum primary qualification for Pathology Collectors/Phlebotomists in Australia is a Certificate III[†] in Pathology HLT 32607 or a Certificate IV[≠] in Pathology HLT41807 (from an approved educational institution), current senior first aid certification must be included[*].

[*] *See the minimum criteria to be assessed as a Pathology Collector / Phlebotomist.*

[†] *Certificate III as specified by the AQF Framework at Level 3*
[≠] *Certificate IV as specified by the AQF Framework at Level 4*

Employment in Australia

As in most countries, the practice of a profession in Australia requires evidence of an appropriate level of education and practical experience. There is no statutory registration for Pathology Collectors/Phlebotomists in Australia.

An essential requirement of migrating under the CSOL is that you will have employer sponsorship.

The AIMS assessment Process

AIMS will provide advice on the application for a skills assessment only. All other questions relating to migration should be directed to DIBP - visit www.immi.gov.au for information and contact details.
Applicants' skills and qualifications will be assessed by AIMS to determine whether they are suitable for the applicant to work as a Pathology Collector/Phlebotomist. AIMS will assess your skills as "suitable" or "not suitable" for your nominated occupation against the criteria it has established. Your skills assessment must be included with your visa application to the Department of Immigration and Border Protection, and you must be prepared to show the DIBP all the documentation you have relied upon when seeking a skills assessment. You should keep a certified copy of your skills assessment and all other relevant documentation for your own records.

Please note that all applicants are assessed on a case-by-case basis and this information is provided for guidance purposes only. The assessment committee determines the eligibly of the applicant to work as a Pathology Collector/Phlebotomist. The staff at the AIMS National Office have no authority or ability to comment, advise or guarantee any outcomes in your assessment process.

The processing time for all applicants is between four (4) to six (6) weeks. We do endeavour to process assessments as quickly as possible. Please note we are unable to offer any express or priority service regardless of your circumstances.

Fees

All fees are in **Australian Dollars (AUD).** All fees are **non-refundable.**

Once your assessment has been completed it remains valid for three (3) years. If within the three (3) year validity period you wish to provide AIMS with further documentation for consideration and a possible update of your original assessment letter there is a fee per request.

Initial application for assessment	AUD 600.00
Amendment of original assessment *(if applicable)*	AUD 200.00
Examination fee *(if applicable)*	AUD 400.00

When paying fees online

The security of your personal information is important to us. When you enter sensitive information (such as credit card numbers) on our website, we encrypt that information using secure socket layer technology (SSL). When Credit Card details are collected, we simply pass them on in order to be processed as required. We never permanently store complete Credit Card details. We follow generally accepted industry standards to protect the

personal information submitted to us, both during transmission and once we receive it. All transactions are performed under 128 Bit SSL Certificate

To be Assessed as a Pathology Collector/Phlebotomist

The general assessment process for the classification of Pathology Collector/Phlebotomist ANZSCO 311216 is detailed below.

The minimum criteria to be met by applicants for a Pathology Collector/Phlebotomist are:

1) completion of an award in pathology practice assessed as comparable to an Australian Certificate III[†] HLT 32607 or Certificate IV[≠] 41807 from a Technical and Further Education College, based on the AEI Country Education Profile criteria
2) a minimum of **two (2) years** full time experience (or equivalent part-time) within the five (5) years prior to applying for assessment.

The assessment process for Pathology Collector/Phlebotomist is in two stages and usually includes a written examination.

[†] *Certificate III as specified by the AQF Framework at Level 3*
[≠] *Certificate IV as specified by the AQF Framework at Level 4*

Stage 1: Document assessment

Applicants who hold a Certificate III HLT 32607[†] or Certificate IV[≠] HLT41807 from an approved educational institution within Australia and who hold current senior first aid certification and a minimum of **two (2) years** full time experience (or equivalent part-time) within the five (5) years prior to applying for assessment will be classified as a Pathology Collector/Phlebotomist (ANZSCO 311216) and will not be required to take a written examination.

For applicants who do not hold an appropriate award (see above) an assessment will be made of their skills and qualifications to determine whether or not they are eligible to sit the examination.

Applicants who have an award/qualification which is determined to be acceptable by the assessment committee and who have at least **two (2) years** documented full time (or equivalent part-time) professional experience as a pathology collector/phlebotomist within the last five (5) years prior to applying for assessment will usually be assessed as eligible to sit the Examination.

An acceptable qualification is one that delivers the AIMS minimum competency requirements as listed below and is assessed as comparable to an Australian Certificate III based on the AEI Country Education Profile criteria.

AIMS Minimum competency requirements:

- Identify safe work practices and reporting procedures
- Contribute to OHS process
- Comply with infection control policies and procedures in health work
- Apply first aid: requires successful completion of an accredited senior First Aid course
- Interpret and apply basic medical terminology
- Identify and respond to clinical risks associated with pathology specimen collection
- Communicate and work effectively in health
- Contribute to effective workplace relationships
- Operate efficiently within a pathology and specimen collection environment
- Receive and prepare pathology specimens
- Perform blood collection
- Collect pathology specimens other than blood
- Pack and consign blood products
- Perform electrocardiography (ECG)
- Deliver a service to customers

Stage 2: The Pathology Collector / Phlebotomy Examination

Applicants assessed in stage one as eligible may apply to sit the AIMS Pathology Collector / Phlebotomy Examination, which is conducted twice a year in March and September at a number of venues in Australia and overseas.

Thee AIMS Pathology Collector / Phlebotomy Examination is a one and a half (1.5) hour short answer and multiple choice paper and is set at the expected level of a Pathology Collector / Phlebotomist with at least two years full time (or equivalent part-time) professional experience. The examination will cover the competencies listed above. To pass the examination candidates must obtain a total of 50% or more. Applicants who are successful in the examination will be classified as a Pathology Collector/Phlebotomist (ANZSCO Code 311216).

If you are assessed as eligible to sit the AIMS examination you must apply in writing using an examination application form (which will be provided in the examinations pack once stage 1 has been completed).

Closing dates to receive this exam application form are:

20th December for the **March** examination
20th June for the **September** examination

Applications to sit the examination **must** be received no later than 4pm on the specified date.

Compulsory Requirements for All Applications

All documentation must be certified

Correctly certified supporting documentation

A certified copy is a photocopy that has been stamped and signed by a suitable certifying officer (as stated below) who verifies that they have sighted the original document and that the photocopy that they are certifying is a true copy of that original.

Each photocopied page of all documentation must be certified on the face and must show clearly the words "certified true copy of the original", the signature of the certifying officer and the name and address or provider/registration number of the certifying officer. It must be possible from the details provided for AIMS to verify the certifications by contacting the certifying officer if necessary.

Who does AIMS accept to certify my documents?
Documents certified in Australia may be certified by a **Justice of the Peace** or a **Notary Public**.
Documents certified in a country other than Australia must be certified by a **Notary Public** or an **official of an Australian Embassy** or **Consulate**.

Please note that AIMS **DO NOT** accept any other form of certification. If incorrectly certified documents are provided with your application it **WILL NOT** be processed and your fee will **NOT BE** refunded.

All applicants submitting an application for assessment of their professional skills and qualifications whether seeking the classification of Pathology Collector/Phlebotomist are required to provide:

1. **International English Language Testing System (IELTS)**
   A valid IELTS report form showing an overall band score of 7.0 or better (Academic or General). AIMS considers an IELTS report to be current for two years from the date of issue.

2. **Completed signed application form**

3. **Supporting documentation**
   Documents submitted in support of your application must include all qualification certificates (or statements of completion issued by the educational institute in which your qualification was obtained) and all corresponding academic transcripts (showing FULL subject names)

4. **Photographic identification**
   Provide your passport as identification.
5. **Work experience (*if applicable*)**
   Please provide evidence of your post qualification pathology collector/phlebotomist work experience (which must include verification of the dates of your employment).
6. **Three (3) passport sized photographs signed on the back**

Optional Documents that can be provided

1. **Licences / Registrations**
   Evidence of current or previous licences held
2. **Record of completed educational courses**
3. **Evidence of continued education in the workplace**
4. **Any documentation you feel relevant to provide in support of your application**

How to Lodge your Application:

Send **three (3)** **certified** sets of documents: *(**one (1)** originally certified set and **two (2)** duplicate photocopied sets)*

Checklist:

- ☐ *The completed signed application form*
- ☐ *Your qualification papers and academic transcripts (showing full subject names)*
- ☐ *Your photographic identification (e.g. passport)*
- ☐ *Evidence of your relevant work experience (verifying your dates of employment)*
- ☐ *Evidence of registrations / licences*
- ☐ *Your IELTS Test Result*
- ☐ *Your record of educational courses completed*
- ☐ *Three (3) passport sized photographs signed on the back*

Submit to:

Postal address Australian Institute of Medical Scientists
PO Box 1911
MILTON QLD 4064 AUSTRALIA

Courier address Australian Institute of Medical Scientists
Unit 7 / 31 Black Street
MILTON QLD 4064
AUSTRALIA

Telephone +61 7 3876 2988 *Email* aimsnat@aims.org.au
Facsimile +61 7 3876 2999 *Website* www.aims.org.au

Reviews and Appeals:

An applicant who believes that his or her case has been wrongly assessed may seek a review of the assessment. The application for the review must be in writing, and should include the reasons for seeking the review. There is no charge for this review, which is conducted by the committee that made the original assessment.

If, after the review, the applicant still believes that he or she has been wrongly assessed, the applicant may appeal the assessment. The appeal must be in writing, stating the reasons for the appeal, and including additional documentation (if relevant). The appeal will be conducted by a committee other than that which conducted the original assessment. A fee of AUD200.00 is payable for the appeal.