



AUSTRALIAN INSTITUTE OF MEDICAL AND CLINICAL SCIENTISTS

Pathology Collector / Phlebotomy ANZSCO 311216

EXAMINATION PACK

This pack contains:

- **Guidelines for the AIMS Pathology Collector / Phlebotomy Examination**
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AUSTRALIAN INSTITUTE OF MEDICAL AND CLINICAL SCIENTISTS

Guidelines for the AIMS Pathology Collector / Phlebotomy Examination

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

The AIMS Pathology Collector / Phlebotomy Examination ANZSCO 311216

The AIMS Pathology Collector / Phlebotomy Examination is an online multiple-choice question examination of one and a half (1.5) hours, conducted twice a year in March and September using online remote proctored software. Remote proctoring involves sitting the exam under live supervision using your computer's webcam and your mobile phone in a suitable location with reliable internet connectivity. There will be approximately 70 questions in the full 1.5-hour examination

The examination is set at the level expected of a professional Pathology Collector / Phlebotomist with at least two (2) years full-time (or equivalent part-time) professional experience. To pass the examination candidates must obtain a total of 50% or more.

Applicants who are successful in the examination will be classified as suitable for the occupation of **Pathology Collector / Phlebotomist ANZSCO 311216**.

Please note: If you have not completed **Stage 1** of your assessment of professional skills and qualifications, or have not been invited by the assessment committee, then you are not able to apply for the AIMS Pathology Collector / Phlebotomy Examination. For further information, please contact the AIMS National Office.

AIMS Pathology Collector/Phlebotomy Examination Application Deadlines

You must apply in writing to sit the AIMS Pathology Collector/Phlebotomy Examination using the application form provided with your *Stage 1 Skills Assessment Results Letter*.

Closing dates to receive the examination application form are:

- **1 December** for the **March** Examination
- **10 July** for the **September** Examination.

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

Following the closing date for applications, you will be registered for the examination and sent a link for payment.

Payment due dates for the examinations are:

- **31 January** for the **March** Examination
- **8 August** for the **September** Examination.

You will receive notification of your: examination date; allocated starting time; instructions regarding your practice test, trial exam, official exam; and detailed instructions on how to install the WebLock secured web browser software. The notification will be sent by the AIMS third party examination service provider to the email address provided on your application form. The notification email will be sent to you by:

- The second week of **February** (for **March** examinations)
- The second week of **August** (for **September** examinations).

If you do not receive your notification by **15 February** (March examination) or **15 August** (September examination), please contact us immediately at exam@aims.org.au.

English Language Requirement

Applicants do not need to supply an English Proficiency Test Report for a second time, provided the application for the AIMS Pathology Collector / Phlebotomy Examination is received within **three (3)** years of the date of the applicant's stage 1 *Skills Assessment Results Letter*.

Fees

All Fees are in Australian Dollars and are non-refundable. Refer to the AIMS website for [current fees](#).

Photographs and Candidate Identification

Please submit one (1) **colour** photograph with your application form. The photograph must be of good quality, taken within the last 6 months and taken against a light coloured plain background. Self-taken photographs are not acceptable.

The remote proctor will ask you to show your ID prior to the commencement of your online trial and official examinations. Acceptable IDs for candidates sitting examinations will be as follows:

A. Candidates sitting in Australia or New Zealand will need to provide one (1) of the following:

- Passport or
- Australian / NZ driver's licence.

B. Candidates sitting overseas will need to provide one (1) of the following:

- Passport or
- Government issued overseas driver's licence (with photo).

Enrolment deferral

A request to defer enrolment to the next examination session must be sent in writing to exam@aims.org.au **prior to the payment deadline for the current examination session**. For example, an applicant enrolled in the March examination wishing to defer to the September examination must submit a deferral request prior to the March payment deadline (31 January). Requests received after the payment deadline will not be accepted.

Once a deferral request has been received, an applicant will be asked to submit a new application form (and recent photograph) for the next examination session. This application must be received **prior to the expiration of the three (3) year validity period** stated on the applicant's Stage 1 *Skills Assessment Results Letter*. The examination **deferral fee** can be found on the [AIMS website](#). Examination fees will not be refunded.

Results

It will take up to ten (10) weeks to receive your AIMS Pathology Collector / Phlebotomy examination result. Results will be given as either a PASS or FAIL. Exact marks will not be given.

Checklist

- Complete application form with the declaration signed in ink
- Complete payment information
- Scan the application form in **colour** to PDF file format.
- Email the scanned application form and photograph.

Lodging Your Examination Application

Email your completed examination application form and photograph to exam@aims.org.au.

Further Information

Telephone	+61 7 3876 2988
Enquiries / Applications	exam@aims.org.au
Website	www.aims.org.au



AUSTRALIAN INSTITUTE OF MEDICAL AND CLINICAL SCIENTISTS

Study Guide

AIMS Pathology Collector / Phlebotomy Examination

ANZSCO 321216

The AIMS Pathology Collector / Phlebotomy Examination

The examination is a one and a half hour (1.5) multiple-choice question examination and is set at the level expected of a Pathology Collector / Phlebotomist with at least two years full-time (or equivalent part-time) professional experience. All questions must be attempted.

To pass the AIMS Pathology Collector / Phlebotomy Examination, candidates must obtain a total of 50% or more.

Major Competencies

The examination will test the following competencies:

- Support health professionals in the delivery of care
- Participate in workplace health and safety
- Comply with infection prevention and control policies and procedures
- Provide first aid
- Interpret and apply medical terminology appropriately
- Identify and respond to clinical risks associated in pathology collection
- Communicate and work effectively in health or community services
- Receive, prepare and dispatch pathology specimens
- Perform venous and capillary blood collection
- Collect pathology specimens other than blood
- Perform electrocardiography (ECG)
- Deliver a service to customers
- Work with diverse people.

Recommended Reading List

Phlebotomy reference books that may be useful to candidates are:

- Garza G and Becan-McBride K *Phlebotomy Handbook – Blood Collection Essentials*, Pearson
- McCall RE and Tankersley CM *Phlebotomy Essentials*, Lippincott-Raven



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Online Remote Proctored Examination Rules

1. The candidate will be monitored in real time by an online proctor, employed by the third party examination service provider, to detect any evidence of academic misconduct.
2. The candidate must complete one (1) practice test (at any time of their choosing), before they sit a trial examination.
 - The intent of the practice test is to give the candidate the opportunity to verify they have successfully installed the WebLock secured browser and to become familiar with the online examination interface.
3. The candidate must complete one (1) trial examination within two (2) weeks prior to sitting for the official examination.
 - The intent of the trial examination is to take the candidate through the process of doing the examination online with the supervision of a remote proctor.
 - Failure to complete the trial examination may disqualify the candidate from sitting for the official examination.
4. The questions in the practice test and the trial examination are a small selection from the same example questions that can be found in this Examination Pack and will not be scored and will not be used in the candidate's assessment results.
5. The candidate must do their practice test, trial examination and the official examination on the **same computer** that they have installed the WebLock secured browser.
6. Candidates are required to type their answers in English.
7. Whilst the online examination interface continuously captures the candidate's answers as the candidate progresses through the examination, the candidate must submit their examination before the end of the one and a half (1.5) hour examination period.
8. During the examination period, the candidate will be able to review and modify their answers before they submit their examination.
9. During the examination, the examination interface will indicate the time remaining.
10. The candidate **MUST** show a photo ID (passport or driver's license) to the remote proctor before commencing the trial and official examinations.
11. No headphones can be used during the examination.
12. The candidate must **not** have in their room any books, dictionaries, notes or other documents.
13. The candidate must **not** have in their room devices except for those authorised by the remote proctor.
14. No person other than the candidate is permitted in the room at any time during the examination.
15. No bathroom or rest breaks are allowed during the examination unless a candidate has applied for approved special consideration due to a disability or medical condition.
16. A blank sheet of paper and a pen is allowed on the candidate's desk for workings only.
17. The candidate must remove any smart watches, jewellery, scarfs (not including religious headwear), caps and hats.
18. A calculator will **not** be required for the examination. The examination may include simple arithmetic calculations.
19. Academic misconduct may include any of the following activities:
 - Copying material from other sources and presenting it as their own work.
 - Impersonating a registered candidate.

- Collaborating with another person when completing the online examination as it must be the candidates own work.
 - Unauthorised access to examination questions or related material before or after the examination.
 - A failure to follow the rules of the examination that gives the candidate an advantage.
 - **Inappropriate** use of a mobile phone, other electronic devices including smart watches, electronic calculators, iPads, tablets.
20. Examination answers must reflect the candidate's own work.
 21. Plagiarism detection software will be used to monitor candidate examination papers submitted for review.
 22. No candidate shall in any way give assistance to, or receive assistance from, any other person before, during, or after the examination.
 23. The candidate will be recorded via video if the remote proctor believes there is an incident of misconduct. If the incident continues after a warning, the candidate's examination will be cancelled and the incident reported to AIMS.
 24. Misconduct in examinations shall be reported in writing by the remote proctor to AIMS, and AIMS will conduct an investigation.
 25. A candidate who is found to be guilty of misconduct in an examination may have their examination paper declared null and void.
 26. Candidates will be expected to start their examination at the time allocated by the examination service provider.
 27. If a candidate believes there was an error in a question, then they should report it to AIMS within five (5) business days after they have completed their online examination.
 28. Candidates who have a disability and / or medical condition and who may require special examination requirements can apply in writing to AIMS for an assessment. A certificate from the candidate's medical doctor must be submitted with the application for special examination requirements. The medical doctor's certificate must justify the special examination requirement and describe the special examination needed. Special examination requirements may include:
 - A candidate is given additional writing time depending on the level of their disability. The additional time will be automatically added to their exam duration by the exam service provider.
 - A candidate is given approved rest breaks. The additional time for the rest breaks will be added to their exam duration by the exam service provider.
 29. Candidates must submit their written application for special examination requirements no later than three (3) weeks prior to the date of the examination. The application may be submitted as an attachment to an email.
 30. Candidates who have been significantly affected by ill health or other serious circumstances just prior to taking the examination may be eligible to apply for *special consideration*. Special consideration is a post-examination adjustment that compensates candidates who were suffering from a temporary illness or condition or who were otherwise disadvantaged at the time of the examination.
 31. An application for *special consideration* will only be considered if on the day of the examination or just prior to taking the examination:
 - The candidate was adversely affected to a substantial degree by illness or other cause, and / or
 - The circumstances were beyond the candidate's control.
 32. Examples of ill health: the candidate is hospitalised, or the candidate has a life threatening disease.
 33. Example of a serious circumstance: there has been a death in the candidate's **immediate** family.
 34. Missing examinations: candidates are strongly advised to attend their designated examination unless the candidate is physically incapable of doing so. Missing an examination does not automatically entitle the candidate to a *special consideration*.
 35. Candidates must submit their written application for *special consideration* no later than three (3) working days after the date of the examination. The application may be submitted as an attachment to an email.
 36. The candidate has five (5) working days from when they lodge their application for special consideration in which to submit supporting documents from an appropriate professional. Applications lodged without supporting documentation will not be considered.

37. The supporting documentation for *special consideration* due to ill health must be a certificate written by the candidate's medical doctor. The certificate must state that the candidate was physically incapable of completing the examination on the designated day of the examination.
38. The supporting documentation for *special consideration* due to serious circumstances includes the following:
 - letter from a social worker, lawyer, or psychologist
 - death notice or certificate and evidence of relationship
 - police report
 - statutory declarations from relevant people
 - notification from:
 - defence services
 - Juries Commissioner's Office
 - emergency service organisations such as the Country Fire Authority.
39. Candidates must ensure that they are familiar with AIMS Code of Professional Conduct.
40. Academic misconduct in examinations is a prohibited activity and would contravene the AIMS Code of Professional Conduct.



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AIMS Pathology Collector / Phlebotomy Examination - Sample Questions

PLEASE NOTE THESE QUESTIONS ARE FOR GUIDANCE ONLY
NO FURTHER SAMPLE QUESTIONS WILL BE PROVIDED BY AIMS
(There will be approximately 70 questions in the full 1.5-hour examination)

1. Identify a likely hazard associated with your daily work from the list below.
 - a. Needle stick injury
 - b. Eczema
 - c. Inhalation of toxic fumes
 - d. Acid spill

2. Diseases can be passed on from one individual to another through? Select one (1) answer.
 - a. Perspiration
 - b. Knee aspirate fluid
 - c. Blood spill
 - d. Urine

3. What does an erythrocyte mean? Select one (1) answer.
 - a. Platelet
 - b. Lymphocyte
 - c. Red blood cell
 - d. Neutrophil

4. Why are valves present in the heart? Select one (1) answer.
 - a. To push blood to organs
 - b. To provide a rigid wall for the heart
 - c. To help the heart beat properly
 - d. To prevent back flow of blood

5. What does the cytology department test? Select one (1) answer.
 - a. Study of DNA and Chromosomes
 - b. Study of bacteria, viral and micro-organisms and diseases
 - c. Study of tissue and fluid cells
 - d. Study of chemistry of blood and other body fluids

6. Why do you swab a site prior to blood collection? Select one (1) answer.
 - a. To rid the area of dead skin cells
 - b. To cool down the skin
 - c. To help see the vein
 - d. To sterilise the area where the needle penetrated the skin

7. How would you store a urine sample for collection by a courier? Select one (1) answer.
 - a. At room temperature
 - b. In the 37C incubator
 - c. In the refrigerator
 - d. In the freezer

8. Why it is necessary to have an 'Order of Draw' when collecting? Select one (1) answer.
 - a. To prevent the carryover of additive between tubes
 - b. To make sure the most important tubes are collected first
 - c. To have the anti-coagulated tubes drawn first
 - d. To minimise the amount of blood collected

9. If a paediatric patient presents at outpatients for a collection, who is responsible for providing the patient identification details?
 - a. The patient
 - b. The Doctor
 - c. The patient's parent or guardian
 - d. The Triage Nurse

10. Evacuated tubes containing anticoagulant should be gently mixed after collection and how many times should it be inverted? Select one (1) answer.
 - a. True – 20 times
 - b. False
 - c. True – 2 times
 - d. True – 6 to 8 times

11. Which of the following should be used to clean the collection room?
 - a. Methanol
 - b. Undiluted bleach
 - c. 70% Isopropyl alcohol
 - d. 10% Bleach solution