MSL913002 Plan and conduct laboratory/field work

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSL913002A Plan and conduct laboratory/field work

Application

This unit of competency covers the ability to plan and complete tasks individually or in a team context. The tasks involve established routines and procedures using allocated resources with access to readily available guidelines and advice. Work plans may need to be modified with supervisor agreement to suit changing conditions and priorities.

This unit of competency is applicable to instrument operators, laboratory assistants and technical assistants working in all industry sectors.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Communication/organisation

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 **Plan and organise daily work activities**	1.1	Clarify allocated work activities and required resources if necessary
	1.2	Prioritise work activities as directed
	1.3	Break down work activities into small achievable components and efficient sequences
	1.4	Review work plan in response to new information, urgent requests, changed situations or instructions from appropriate personnel

		1.5	Update work plan and communicate changes to appropriate personnel
2	**Complete allocated work**	2.1	Locate relevant workplace procedures for required tasks
		2.2	Undertake tasks following prescribed and routine work-related sequences
		2.3	Seek assistance from relevant personnel when difficulties cannot be handled
		2.4	Record completion of activities to confirm outputs in accordance with plan
3	**Identify and resolve work problems**	3.1	Recognise problems or opportunities for improved work performance
		3.2	Apply agreed problem-solving strategies to consider possible causes and solutions
		3.3	Identify and access appropriate sources of help
		3.4	Consider available alternatives and keep them open before agreeing on the most appropriate action
4	**Work in a team environment**	4.1	Cooperate with team members to negotiate and achieve agreed outcomes, timelines and priorities
		4.2	Recognise personal abilities and limitations when undertaking team tasks
		4.3	Confirm personal role and responsibility within the team for particular outputs
		4.4	Demonstrate sensitivity to the diversity of other team members' backgrounds and beliefs
5	**Update knowledge and skills as required**	5.1	Recognise own strengths and weaknesses and take advantage of skill development opportunities

Innovation and Business Skills Australia

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements	Standards, codes, procedures and/or workplace requirements include the latest version of one or more of:
	• Australian and international standards covering safety in laboratories, and quality and environmental management
	• national work health and safety (WHS) standards and codes of practice
Ethical and professional work performance	Ethical and professional work performance includes:
	• following workplace policy and procedures, regulations and legislation
	• behaving honestly and openly
	• respecting others and treating them with courtesy and impartiality
	• working diligently and responsibly
	• ensuring confidentiality of information, including client information and test results
	• ensuring proprietary rights, intellectual property (IP) and copyright are protected
Workplace activities	Workplace activities include, but are not limited to, one or more of:
	• set-up and pre-use checks of laboratory equipment
	• calibration status checks
	• sampling and testing following standard procedures
	• maintenance and cleaning tasks
Workplace procedures	Workplace procedures include, but are not limited to, one or more of:

- standard operating procedures (SOPs)
- job descriptions, job cards, batch cards and production schedules
- test methods, recipes, procedures and protocols

Problem-solving strategies	Problem-solving strategies include one or more of:

- accessing relevant documentation
- identifying inputs and outputs and sequencing a process
- identifying and rectifying a problem step
- obtaining timely help
- implementing preventative strategies wherever possible

Teams	Teams include one or more groups:

- with ongoing responsibility for particular services or functions
- who are project based
- who have a mixture of full and part-time employees and contractors, laboratory, construction and production personnel
- who are separated by distance and work at sites outside laboratory facilities

Team operation	Team operation occurs within one or more of:

- small, medium and large contexts
- internal and external environments
- workplace guidelines covering access and equity principles and practices, licensing requirements, industrial awards, workplace bargaining agreements and codes of practice
- agreed responsibility and accountability requirements
- appropriate goals, objectives and allocated resources

Strategies to maintain work flow	Strategies to maintain work flow include, but are not limited to, one or more of:

- communicating critical events on shift
- recognising shortages in reagents and problems with equipment
- communicating quality breakdowns
- recognising urgent and abnormal results to be processed
- communicating and behaving in a courteous manner

- being punctual

| **WHS and environmental management requirements** | WHS and environmental management requirements include:

 • complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time

 • applying standard precautions relating to the potentially hazardous nature of samples

 • accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant |

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL913002A Plan and conduct laboratory/field work

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa