



**Australian Government**

# **MSL953005 Receive and prepare samples for testing**

**Release: 1**

## MSL953005 Receive and prepare samples for testing

### Modification History

Release 1. Supersedes and equivalent to MSL953003 Receive and prepare samples for testing. Minor changes to Performance Criteria. Performance Evidence reworded and number of samples reduced. Minor changes to Knowledge Evidence to remove duplication and examples. Small change in Assessment Conditions to remove tubes as a resource requirement.

### Application

This unit of competency describes the skills and knowledge to log samples, check sample documentation, and schedule and prepare samples for testing in accordance with workplace procedures. This unit does not include testing, tissue processing or similar techniques.

This unit of competency applies to field and laboratory assistants in all industry sectors who receive and prepare samples as part/all of their job in a sample reception area.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

### Competency Field

Sampling

### Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Log samples	1.1 Record date (and time of arrival, if required) of samples at workplace 1.2 Check and match samples with request forms before they are accepted 1.3 Enter details of samples into the laboratory information management system (LIMS) or other sample tracking system 1.4 Process 'urgent' test requests according to workplace requirements 1.5 Ensure security and traceability of all information, laboratory data, records and samples
2. Address client and customer service issues	2.1 Report to referring client/supervisor when samples and request forms do not comply with workplace requirements

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	2.2 Ensure that information provided to customers is accurate, relevant and authorised for release 2.3 Deal with customers politely and efficiently and in accordance with workplace procedures
3. Prepare samples for testing	3.1 Prepare the required number of sub-samples in accordance with workplace procedures 3.2 Monitor and control sample conditions before, during and after processing
4. Distribute samples	4.1 Group samples requiring similar testing requirements 4.2 Distribute samples to workstations maintaining sample integrity 4.3 Update laboratory information management system or other sample tracking system to reflect current status of sample
5. Maintain a safe work area and environment	5.1 Apply safe work practices to ensure personal safety and that of other laboratory personnel 5.2 Use appropriate personal protective equipment (PPE) to ensure personal safety when sampling, processing, transferring or disposing of samples 5.3 Respond to and report all incidents and spills in accordance with workplace procedures. 5.4 Ensure the safe disposal of hazardous materials and other laboratory wastes

## 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.

## Unit Mapping Information

Supersedes and is equivalent to MSL953003 Receive and prepare samples for testing.

## **Links**

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet – -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa>