



Australian Government

MSL915002 Schedule laboratory work for a small team

Release: 2

MSL915002 Schedule laboratory work for a small team

Modification History

Release 1. Supersedes and is equivalent to MSL915002A Schedule laboratory work for a small team

Application

This unit of competency covers the ability to schedule laboratory work for a small team to meet operational requirements. It covers the ability to identify resource requirements and then document, monitor and adjust schedules in response to operational variations and in consultation with relevant personnel.

This unit of competency is applicable to technical officers and laboratory technicians who have responsibility for the work outputs of a small work team 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	Determine work requirements and laboratory resources	1.1	Determine and prioritise demand for laboratory services in work area for the planning period
		1.2	Access and verify information about orders/service requests, stocks and delivery
		1.3	Determine the personnel, material and equipment required to deliver services

2	Develop schedules in consultation with relevant personnel	2.1	Prepare schedules which meet the demand for services and balance the best use of available resources with skill development opportunities
		2.2	Distribute work schedules to team or appropriate personnel and confirm contents with them
3	Monitor schedules	3.1	Monitor work flow and outputs against schedules and recognise any variations or potential disruptions
		3.2	Identify possible causes for the variations and discuss possible adjustments with senior personnel
4	Adjust schedules in consultation with senior personnel	4.1	Adjust schedules in response to operational variation
		4.2	Maintain or renegotiate outputs in accordance with work requirements
		4.3	Update documented schedules and distribute to appropriate personnel

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 and codes covering safety in laboratories, and quality and environmental management
- national work health and safety (WHS) standards and codes

- workplace documents and/or plans covering management of laboratory services, customer service, quality, environment, personnel, safety, equipment and maintenance

Laboratory work

The scope of laboratory work will vary with each workplace and includes one or more of:

- set-up, pre-use and calibration checks of equipment
- preparation and standardisation of solutions
- maintenance of laboratory facilities, equipment and stocks
- collection, preparation and storage/dispatch of samples
- testing and analysis of raw materials, products and specimens
- preparation of products (e.g. sterile media) and product batches
- trial and modification of methods

Scheduling for a small team

Scheduling for a small team includes:

- identification of resources to maintain work flow, such as:
 - monitoring and interpreting information about production, orders, stocks and deliveries
 - analysing and prioritising job tasks
 - determining appropriate human resource, material and equipment requirements
- monitoring of work outputs
- adjustment of work schedules as agreed with senior personnel to accommodate unexpected events, such as:
 - processing abnormal and urgent results
 - delays in arrival of samples
 - seasonal variations and bad weather
 - analysing and solving operational problems resulting in unacceptable test results
 - unexpected events, such as equipment failure and sudden personnel absences
- communication with senior personnel, such as:
 - determining and organising work priorities and schedules
 - analysing and solving problems affecting work schedules and shift handover
- adjusting work schedules as necessary
- appropriate communication with team members, such as:
 - explaining and distributing work schedules, priorities and sequences

- maintaining required outputs
- documentation of outputs and resource usage, such as:
 - quality and quantity of outputs
 - supplies of stock materials
 - maintenance and servicing of equipment

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 MSL915002A Schedule laboratory work for a small team

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>

Assessment Requirements for MSL915002 Schedule laboratory work for a small team

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Performance Evidence

- Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:
- analysing job tasks and identifying resource requirements
- planning and scheduling laboratory work for a small team to meet operational requirements without compromising safety, quality, accuracy and ethics
- recognising operational variations, potential disruptions and non-standard behaviour in samples and equipment
- monitoring and adjusting schedules and resources in consultation with relevant personnel and in accordance with procedures
- documenting and communicating schedule variations in accordance with procedures
- adhering to timelines whenever possible

recognising and using the capabilities of team members communicating effectively with team members.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- workplace business goals, information systems, procedures and equipment in work area as a basis for decision making and actions
- basic planning strategies
- scientific and technical details underpinning the processes or techniques involved
- standard operating procedures (SOPs) for the processes or techniques involved
- laboratory and/or production schedules and typical times for the processes or techniques involved
- operational factors that may affect the type of tasks scheduled
- resource requirements of the work to be scheduled
- work health and safety (WHS) and environment requirements for the operations, equipment and materials involved
- quality requirements for the tasks scheduled
- WHS procedures, access and equity, relevant sections of industrial awards and workplace agreements.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.
- This unit of competency is to be assessed in the workplace or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- Holistic assessment methods include:
 - review of documented work schedules prepared by the candidate which successfully meet a variety of operational requirements
 - feedback from managers, supervisors and customers about the effectiveness of services provided by the candidate's team
 - feedback from team members about the effectiveness of the candidate's communication and work scheduling skills
 - responses to scenarios that simulate disruption to workflows
 - questions to check required knowledge of relevant policies, procedures, scheduling principles and handling of contingencies; and scientific and technical details underpinning the processes or techniques.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
 - workplace procedures, information and data, such as production data and run schedules.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
 - relevant VET or other qualification/Statement of Attainment AND/OR
 - relevant workplace experience.
- Currency can be demonstrated through:
 - performing the competency being assessed as part of current employment OR
 - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

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