



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

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| 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.education.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>