



Australian Government

MSL953001 Receive and prepare samples for testing

Release: 1

MSL953001 Receive and prepare samples for testing

Modification History

Release 1. Supersedes and is equivalent to MSL953001A Receive and prepare samples for testing

Application

This unit of competency covers the ability 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 is applicable 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.

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

Sampling

Unit Sector

Elements and 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 samples into the laboratory information management system (LIMS)
		1.4	Apply required document tracking procedures
		1.5	Process 'urgent' test requests according to workplace

		requirements
		1.6 Ensure security and traceability of all information, laboratory data and records
2	Address client and customer service issues	2.1 Report to referring client when samples and request forms do not comply with workplace requirements 2.2 Refer to supervisor for instruction where 'return to source' is inappropriate or not possible 2.3 Maintain confidentiality of all client/workplace data and information 2.4 Ensure that information provided to customers is accurate, relevant and authorised for release 2.5 Deal with customers politely and efficiently and in accordance with workplace procedures
3	Prepare samples for testing	3.1 Perform physical separation of the samples, as required 3.2 Prepare the required number of sub-samples 3.3 Perform chemical separation of the samples, as required 3.4 Place samples in appropriate transport media, if appropriate 3.5 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 Distribute request forms for data entry or filing in accordance with workplace procedures 4.4 Check that samples and relevant request forms have been received by laboratory personnel

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| 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 | Report all accidents and spillages to supervisor |
| | | 5.4 | Clean up splashes and spillages immediately using appropriate techniques and precautions |
| | | 5.5 | Minimise the generation of wastes and environmental impacts |
| | | 5.6 | 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 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 the requirements for the competence of testing and calibration laboratories; laboratory safety; quality and environmental management; and labelling, storage, transport and disposal of hazardous materials
- national work health and safety (WHS) standards and codes of practice, and national environmental protection measures
- specific codes, guidelines and procedures, such as Australian Dangerous Goods Code, Australia Post Guides, International Air Transport Association (IATA) Regulations, and Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) Codes of Practice

- workplace documents, such as standard operating procedures (SOPs); material safety data sheets (MSDS); safety procedures for specific materials and equipment; incident/accident report forms; material, production and product specifications; production and laboratory schedules; workplace recording and reporting procedures; spillage and waste containment and disposal protocols; and customer service standards
- procedure sheets indicating how samples and sub-samples are to be labelled, prepared, processed, distributed, flagged for urgent testing or for other non-routine requirements, including referral to external laboratories, transport and storage requirements

Samples received

Samples received include, but are not limited to, one or more of:

- gas or air samples
- liquid samples, such as water and wastewater, stormwater, sludges, and complex mixtures and sewage
- solid samples, such as soils and sediments, rocks/minerals, concrete, quarry or mining products
- solid wastes, such as hazardous, non-hazardous, domestic, commercial, industrial, mining and agricultural
- biological specimens, such as tissue and blood
- raw materials, start, middle, end of production run samples and final products

Safe work practices

Safe work practices include, but are not limited to, one or more of:

- using MSDS and standard precautions when dealing with potentially hazardous materials
- handling, and storing hazardous materials and equipment in accordance with labels, MSDS, manufacturer instructions, and workplace procedures and regulations
- using biohazard containers and laminar flow cabinets
- labelling of reagents and hazardous materials correctly
- regularly cleaning and/or decontaminating equipment and work areas
- using PPE, such as hard hats, hearing protection, gloves, safety glasses, goggles, face guards, coveralls, gowns, body suits, respirators and safety boots

WHS and environmental management

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through

requirements

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 MSL953001A Receive and prepare samples for testing

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for MSL953001 Receive and prepare samples for testing

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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:

- safely receiving and preparing samples for testing in accordance with workplace procedures on at least three (3) occasions
- receiving and preparing at least three (3) different types of samples
- logging samples and checking samples for history, acceptable transport conditions and complete documentation
- promptly addressing client and customer service issues in consultation with appropriate personnel
- labelling, preparing, sub-sampling and storing samples to maintain sample integrity and traceability
- distributing samples for efficient testing in accordance with workplace procedures
- recognising and dealing with problems according to workplace procedures
- dealing with customers politely and efficiently
- disposing of samples following required procedures
- maintaining confidentiality of all data and information
- providing information to customers that is accurate, relevant and authorised for release
- maintaining equipment and ensuring a clean and safe work area.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- workplace procedures for the receipt, labelling, preparation, processing, documentation, distribution and storage of samples used in job role
- requirements of specified sample types for specific tests handled in job role
- potentially hazardous and unstable nature of samples
- importance of maintaining effective customer relations
- relevant hazards, work health and safety (WHS) and environment requirements.

Additional knowledge applies to industry sectors, for example, biomedical laboratories:

- potentially infective nature of all biological materials
- nature of unstable solutions, such as anti-coagulated whole blood

- non-conformance of clotted samples for procedures, such as routine haematological tests.

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).
- This unit of competency may be assessed with:
 - MSL913001 Communicate with other people
 - MSL943002 Participate in laboratory or field workplace safety
- Holistic assessment methods include:
 - review of sample receipt and preparation records prepared by the candidate
 - feedback from supervisors and peers about the candidate's ability to receive and prepare samples in accordance with workplace procedures
 - observation of the candidate receiving and preparing samples
 - oral or written questions to assess required knowledge of receiving and preparing samples for testing.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
 - a laboratory information management system (LIMS) system and workplace procedures covering the receipt and preparation of samples for testing
 - sample containers, tubes, request forms and sample documentation
 - simulated samples when an authentic sample is unavailable or inappropriate.
- 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 competence 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.

Links

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