



Australian Government

MSL953003 Receive and prepare samples for testing

Release: 1

MSL953003 Receive and prepare samples for testing

Modification History

Release	Comments
Release 1	This version was released in <i>MSL Laboratory Operations Training Package Release 2.0</i>. Supersedes and equivalent to MSL953001 Receive and prepare samples for testing. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

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.

Pre-requisite Unit

Nil

Competency Field

Sampling

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 |

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
		1.3	Enter details of 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/supervisor when samples and request forms do not comply with workplace requirements
		2.2	Maintain confidentiality of all client/workplace data and information
		2.3	Ensure that information provided to customers is accurate, relevant and authorised for release
		2.4	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, as required
		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

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 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

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.

- Writing skills to accurately label samples.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Equivalent to MSL953001 Receive and prepare samples for testing, Release 1.

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>

Assessment Requirements for MSL953003 Receive and prepare samples for testing

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Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- safely received and registered at least 10 samples into a laboratory information management system LIMS (or simulated to reflect an actual LIMS), checking samples for history, acceptable transport conditions and complete documentation
- appropriately prepared at least 3 different types of samples for testing in accordance with workplace procedures, including:
 - accurately labelling, preparing, sub-sampling and storing samples to maintain sample integrity and traceability.

Knowledge Evidence

There must be evidence the candidate has 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
- importance of and requirements for sample storage and transport to maintain sample integrity
- preparation processes for samples
- sample preparation equipment used in job role
- commonly identified non-conformances identified during sample reception and processing
- safe work practices that must be followed:

- handling, and storing hazardous materials and equipment in accordance with labels, (safety data sheets) SDS, manufacturer instructions, and workplace procedures and regulations
- 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
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and work health and safety (WHS) requirements specific to the work task including traceability, confidentiality and security requirements of all client information, and laboratory data and records.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - a laboratory information management system (LIMS) system (or simulated to reflect an actual LIMS), and workplace procedures covering the receipt and preparation of samples for testing
 - sample containers, tubes, request forms and sample documentation
 - simulated samples when authentic samples are unavailable or inappropriate.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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