



Australian Government

MSL953005 Receive and prepare samples for testing

Release: 1

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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>

Assessment Requirements for MSL953005 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:

- accurately and safely received, registered, labelled, prepared and stored 6 samples to maintain sample integrity and traceability
- performed at least 2 of the following sample preparation techniques in accordance with workplace procedures:
 - physical separation
 - chemical separation
 - use of transport media
 - sub-sampling
 - fixation or preservation.
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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
- laboratory information management and tracking systems
- importance of accurate data entry and significance of digital footprints
- 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, including:

- 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, including Globally Harmonised System (GHS) labelling
- regularly cleaning and/or decontaminating equipment and work areas
- use of personal protective equipment
- environmental sustainability issues as they relate to the work task
- legal and ethical requirements specific to the work task including traceability, confidentiality and security requirements of all client information, and laboratory data and records.
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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
 - samples, 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.

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