

# COGLS10

## Write reports for life sciences related work activities



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### Overview

This standard covers the competences you need to write reports for life sciences related work activities, in accordance with approved procedures and practices. This will include understanding the purpose and the scope of the report. How to follow organizational procedures and policies. Who to get authorization from and the time to take to complete the report.

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

The activity is likely to be undertaken by someone whose work role carries out life science related work activities. This could include individuals working in hospitals, scientific laboratories, schools and universities.

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### Performance criteria

- You must be able to:*
- P1 establish the scope and purpose of the report to be delivered within the life sciences environment
  - P2 determine report completion date
  - P3 establish who needs to review and authorize the report, confirm their availability
  - P4 write the report according to organizational policies and procedures
  - P5 obtain feedback and amend the report to ensure that the final version reflects any changes in line with organizational policies and procedures
  - P6 issue the report after gaining authorization from the appropriate people, in accordance with departmental and organisational procedures
  - P7 ensure that the report is completed and issued within the agreed time limits

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### Knowledge and understanding

*You need to know and understand:*

- K1 why it's important to understand and keep up with the strategic direction of the life sciences agenda across the UK and globally and how this will influence the organisation
- K2 why confidentiality is important within the life sciences industry
- K3 when, whom and how to apply confidentiality
- K4 the importance of document version control within the life sciences industry
- K5 the lines of communication and responsibilities in your department, and the links with the rest of the organisation
- K6 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
- K7 the systems used to ensure quality of reports within the organisation
- K8 the methods used to monitor these quality systems
- K9 the organizational policies and procedures appropriate to the writing and issuing of reports
- K10 how to establish the scope of the report
- K11 how to establish the purpose of the report
- K12 how to access appropriate information
- K13 how to assess the quality and completeness of the information
- K14 the range of methods used to present the data in reports
- K15 how to structure the report logically, clearly and concisely
- K16 when the report is ready for review
- K17 how many times the report needs to be reviewed
- K18 how to establish the appropriate people have the time for reviewing the report
- K19 how to estimate how long it will take to complete the report and when it needs to be issues
- K20 how and which amendments to make
- K21 how to evaluate the information, draw logical conclusions and make subsequent recommendations from your evaluation of the information
- K22 to whom to distribute the report, and the appropriate communication channels

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K23 the authorisation required before the reports can be released for issue

K24 how and to whom to issue the report

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<b>Developed by</b>	Cogent
<b>Version number</b>	1
<b>Date approved</b>	February 2013
<b>Indicative review date</b>	February 2018
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	Cogent
<b>Original URN</b>	COGLS10
<b>Relevant occupations</b>	Associate Professionals and Technical Occupations; Science and mathematics; Science; Science and Engineering Technicians; Professional Occupations; Science Professionals
<b>Suite</b>	Life Sciences 2013
<b>Key words</b>	Life sciences; reports; issue; review