

COGLS18

Manage business processes for life sciences related work activities



Overview

This standard covers the competences you need to manage business processes for life sciences related work activities, in accordance with approved procedures and practices. You will be expected to identify and use relevant business processes, methods and skills. You will be expected to take responsibility for overall courses of action. You will exercise autonomy and judgement within fairly broad parameters and understand different perspectives or approaches used within the workplace.

You will be expected to show you have identified, selected and used appropriate business and processes and how to monitor them.

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 analyse the business processes in the life sciences work area and develop a report on the findings
 - P2 present the report and gain agreement on the business processes required with the appropriate people within the organization in accordance with operational policies and procedures
 - P3 ensure the processes and resources are sustainable and effective in delivering the required outputs from the agreed business processes for the work area
 - P4 establish and use effective methods to review and improve the agreed business processes
 - P5 present the results of the work within agreed timeline

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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 it's important to analyse the impact of bringing in new life sciences technology or processes into the business
- K3 how to analyse the impact of bringing new life sciences technology or process into the business
- K4 the impact of cost effectiveness within the life sciences industry
- K5 the health and safety requirements of the life sciences area in which the activities are being carried out
- K6 the implications of not taking account of legislation, regulations, standards and guidelines when carrying out the work
- K7 the importance of correct identification, and any unique workplace coding system
- K8 the organisational requirements for maintaining the security of the workplace and keeping confidential documents
- K9 the workplace business aims, goals and the planning process
- K10 the workplace organisational structure, its values and culture
- K11 how this work adds value through delivering workplace products, services and processes
- K12 the lines of communication and responsibilities in your department, and the links with the rest of the organisation
- K13 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
- K14 how to ensure processes and resources are sustainable and effective in their use, and the importance of doing so
- K15 how to assess business processes changes for risk and reward against their potential investment cost
- K16 how to carry out cost and benefit analysis for business processes
- K17 types of analytical and problem-solving tools used when developing business processes
- K18 how to measure the effect of improvements in the business processes

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