

Overview

This standard covers the skills you need to use information recording systems for scientific or similar activities, in accordance with approved procedures and practices. You will be expected to select and use relevant knowledge, ideas, skills and procedures to complete well-defined tasks and address straightforward problems. This includes accessing, registering and inputting batch/sample or patient data in a Laboratory Information Management System (LIMS) or other information recording system.

You will be expected to show you have identified, gathered and used relevant information and understand the importance of preparation and tidying before and after work and confidentiality issues. You will work under supervision, whilst taking responsibility for the quality and accuracy of the work that you carry out.

Your underpinning knowledge will provide a good understanding of scientific or technical facts, procedures and ideas to complete well-defined tasks and address straightforward problems in the workplace.

Who this standard is for

The standard is recommended for new recruits and junior laboratory staff.

**Performance
criteria**

- You must be able to:
- P1 ensure that your work is carried out in accordance with workplace procedures, health and safety, environmental and other relevant regulations and guidelines
 - P2 keep information systems up to date and store the information correctly, accurately, securely and confidentially
 - P3 use correct passwords to access the relevant laboratory databases, and maintain the security and integrity of information
 - P4 use correct search procedures to confirm that batch/patient demographic data on samples received are correct with existing data
 - P5 follow correct protocols for registering new batch/sample/patient data
 - P6 select correct laboratory data/patient files, and accurately input batch/patient and clinical details with the requested tests for each sample/specimen
 - P7 complete required back-up procedures regularly
 - P8 retrieve required information and distribute to the relevant people according to deadlines and workplace procedures
 - P9 communicate the required information about the work done to authorised people

Knowledge and understanding**You need to know and understand:**

- K1 the health and safety requirements of the area in which you are carrying out the activities
- K2 the scientific or similar techniques and processes that you must use correctly in the workplace
- K3 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
- K4 the importance of correct documentation, identification, and any unique workplace coding system
- K5 the skills and procedures needed to do the routine tasks and work activities allocated
- K6 the importance of completing tasks and procedures to the required time deadlines and organisational standard
- K7 the different types of information systems that can be used, including recording, filing, retrieval of information and distribution systems
- K8 how to use backup systems and why they are important
- K9 how to ensure the confidentiality and security of information at all times and why this is important
- K10 how to identify problems, and what is the appropriate action to take within the limits of your responsibility

Use information recording systems in life sciences and related industries

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