COGLS213
Preparing biological specimens or samples for investigations in life sciences and related industries

Overview

This standard covers the skills you need to prepare microbiological, biopsy or other scientific specimens/samples for laboratory investigations. You must work to the relevant standard operating procedures, legislation and organisational policy.

You must carry out all the necessary preparations which will include preparing the work area so that it is a safe condition to carry out the procedure and ensuring that materials, equipment and other resources that you need, are available and in a safe and useable condition. After the procedure you must dispose of any waste appropriately, leave your work area in an acceptable condition and complete all the necessary paperwork and documentation.

underpinning knowledge will provide a good understanding of your work including the approach to preparing specimen/samples in a laboratory environment and dealing with any problems.

Who this standard is for

The standard is recommended for all staff, but particularly new recruits and junior employees.

Performance criteria

You must be able to:

- P1 ensure that your work is carried out in accordance with workplace procedures
- P2 receive and label the specimens/samples, handle and store for further processing according to procedures
- P3 prepare and correctly label the prepared specimens/samples according to procedures
- P4 store prepared specimens/samples for analysis/identification in the correct location
- P5 communicate the required information about the work done, to authorised people, in accordance with departmental and organisational procedures

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 standard operating procedures, as set down in local laboratory manuals

K3 the limits of your own authority and to whom you should report if you have problems that you cannot resolve

K4 the types of handling and sorting systems, including the procedures used for clinical specimens undergoing laboratory investigations

K5 the importance of correct identification, number and labelling systems, and any unique organisation and laboratory number

K6 why it is important to ensure that specimens/samples are properly labelled and stored

K7 the minimum size/volume of specimen/sample required for the laboratory investigation

K8 the types of specimen/sample and specimen/sample container used in your speciality and for each investigation

K9 the types and range of materials and equipment required for each investigation

K10 the procedures to be followed when specimens/samples do not match up with the investigation request forms

K11 the procedures to be followed when dealing with routine, urgent, broken/leaking and high risk specimens/samples

K12 the methods used for packaging and despatching specimens/samples

K13 the factors which may adversely affect the integrity of the specimen/sample during storage or transport

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