

COGLS7

Plan and run projects for life science related work activities



Overview

This standard identifies the competences you need to prepare and run projects for life science related work activities, in accordance with approved procedures and practices. You will be expected to identify and use relevant business and scientific or technical understanding, methods and skills to address workplace problems that are well defined but complex and non-routine. 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.

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 ensure that your life sciences related work activity is carried out in accordance with workplace procedures
 - P2 use safe practices and the appropriate personal protection equipment where scientific or technical activities are performed
 - P3 evaluate available information and consult with others to prepare project plans for the delivery of work activities
 - P4 submit proposed projects to the relevant people in the organisation, for approval and to assist the overall planning process
 - P5 use the agreed project plans to start, monitor and control delivery of work activities
 - P6 propose revisions to the project plan, if necessary, in response to variances and/or significant or unforeseen developments with the appropriate people
 - P7 present the results of the work done to the appropriate people, in accordance with departmental and organisational procedures

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Knowledge and understanding

You need to know and understand:

- K1 why it's important to understand the latest technological developments in the life sciences industry and how to keep up-to-date with them
- K2 the impact of cost effectiveness within the life sciences industry
- K3 why it's important to ensure your activities are cost effective
- K4 how to ensure cost effectiveness does not affect quality
- K5 the health and safety requirements of the area in which you are carrying out the life sciences related work activities
- K6 the implications of not taking account of legislation, regulations, standards and guidelines when conducting life sciences activities
- K7 the related techniques and processes you must use correctly in the workplace
- K8 the importance of correct identification, and any unique workplace coding system
- K9 the lines of communication and responsibilities in your department, and the links with the rest of the organisation
- K10 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
- K11 the types of investigation initiated and used to review the effectiveness or appropriateness of methods, action and results of your work
- K12 the consequences of breaches of quality procedures
- K13 how to identify hazards and what action to take
- K14 what systems are used to ensure quality within the workplace and the projects delivered
- K15 the different methods used to plan projects
- K16 how to develop project objectives and with whom
- K17 how to write a project plan
- K18 how to monitor and evaluate variances
- K19 when variances threaten project outcome
- K20 range of corrective actions if variances become too large
- K21 how to provide information on performance during and after projects
- K22 document control and reporting procedures

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