
Overview

This standard covers the competences you need to assess and communicate scientific or technical information to authorised personnel in a science related work activity, in accordance with approved procedures and practices.

You will be required to demonstrate that you can access and produce the relevant laboratory information/reports and circulate the information to the required personnel. You will demonstrate you can maintain security and confidentiality in accordance with approved procedures and practices.

The activity is likely to be undertaken by someone in a science related work setting, including individuals working in hospitals, scientific laboratories, schools and universities.

Performance criteria

- You must be able to:*
- P1 ensure that your work is carried out in accordance with workplace procedures
 - P2 use safe practices and the appropriate personal protection equipment (PPE) when performing scientific or technical activities
 - P3 ensure the data integrity of the laboratory information system
 - P4 follow procedures correctly to ensure the security and confidentiality of laboratory information
 - P5 assess existing and record new information on the laboratory information system
 - P6 produce and distribute laboratory information system reports in accordance with procedures
 - P7 communicate the required information about the work done, 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 scientific or technical activities
 - K2 the implications of not taking account of legislation, regulations, standards and guidelines when conducting scientific or technical activities
 - K3 the scientific or technical techniques and processes you must use correctly in the workplace
 - K4 the importance of wearing protective clothing, gloves and eye protection for scientific or technical activities
 - K5 the importance of correct identification, and any unique workplace coding system
 - K6 the organisational policies that exist for the use and application of licensed computer software
 - K7 the organisational policies that exist for the use of anti-virus and antispy software protection
 - K8 the organisational policies that exist on data protection and the data protection act
 - K9 the organisational requirements for maintaining the security of the workplace (e.g. access or aseptic conditions)
 - K10 the lines of communication and responsibilities in your department, and their links with the rest of the organisation
 - K11 the limits of your own authority and to whom you should report if you have problems that you cannot resolve.
 - K12 the basic set-up and operation of the laboratory records system and the peripheral devices that are used.
 - K13 the correct startup and shutdown procedures to be used for the computer system
 - K14 how to access the computer information database and the use of software manuals and related documents to aid efficient operation of the relevant scientific or technical records
 - K15 how to deal with system problems messages received, peripherals which do not respond as expected
 - K16 how to access and communicate data effectively, and how to identify key information when recording and forwarding messages accurately
 - K17 where to obtain the information that you need to carry out your job, the form in which the information is expressed and why it should be up to date
 - K18 the different forms of communication available to you, and how they are used
 - K19 why it is important to communicate clearly and to give all of the information necessary to the audience
 - K20 the organisational and/or workplace procedures for acknowledging and responding to incoming and outgoing information
 - K21 the organisational and/or workplace procedures for recording scientific or

technical information

K22 the document control and reporting procedures that should be used

K23 the reasons why effective communication is important, and the methods used for communicating effectively

Scope/range

1. search and access data from the information system for three of the following:
 - 1.1 test/sample information
 - 1.2 output quality information
 - 1.3 work delivery information
 - 1.4 process information
 - 1.5 cost/budget information
 - 1.6 other (please specify)

2. communicate scientific or technical information to three of the following customers:
 - 2.1 other department
 - 2.2 team members
 - 2.3 other (please specify)
 - 2.4 technical expert
 - 2.5 external organisation

3. communicate four of the following types of information:
 - 3.1 instructions
 - 3.2 progress/analysis report
 - 3.3 services available
 - 3.4 test results
 - 3.5 work requirements
 - 3.6 other (please specify)

4. ensure the integrity of the laboratory information system by all of the following:
 - 4.1 using the correct startup/shutdown procedures
 - 4.2 information is passed to authorised people only
 - 4.3 following good practice for logging on/off
 - 4.4 following anti-virus protocols

5. record and communicate details of work done, to the appropriate people, using:
 - 5.1 verbal report plus one method from the following:
 - 5.2 written or typed report
 - 5.3 computer-based record
 - 5.4 specific workplace documentation
 - 5.5 electronic mail

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