
Overview

This standard covers the competences you need to assure quality processes and procedures for scientific or technical activities in accordance with approved procedures and practices.

You will be required to demonstrate that you can identify and agree the business and scientific or technical requirements of your role in the workplace. You will establish clear and precise criteria for assuring the quality of processes and procedures for workplace activity, ensuring the correct methods or techniques are used for quality assurance procedure required. You will present your results of work completed to other relevant people within the organisation recommending any improvements in accordance with workplace procedures.

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) where scientific or technical activities are performed
 - P3 identify and agree the business and scientific or technical requirements of your role in the workplace
 - P4 establish processes that deliver scientific or technical outcomes based on organisational goals and aims
 - P5 establish clear and precise criteria for assuring the quality of processes and procedures for activities
 - P6 identify suitable quality assurance methods and techniques
 - P7 ensure that the specified quality assurance processes and procedures are implemented correctly
 - P8 obtain accurate information from valid sources on the processes and procedures being quality assured
 - P9 assess accurately the required processes and procedures quality against actual execution
 - P10 recommend improvement to the quality of the processes and procedures and/or the activities
 - P11 identify and determine appropriate quality monitoring arrangements for the processes and procedures
 - P12 present the results of the work done to the appropriate 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 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 requirements for maintaining the security of the workplace and keeping confidential documents
 - K7 the workplace business aims and goals and the planning process
 - K8 the workplace organisational structure, its values and culture
 - K9 how your scientific or technical activities add value through delivering workplace products, services and processes
 - K10 the lines of communication and responsibilities in your department, and the 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 how to identify and assess the scientific or technical requirements of your work roles
 - K13 the different ways in which you are set your agreed personal work objectives
 - K14 the different perspectives and approaches that are important when exercising autonomy or judgement about scientific or technical activities used
 - K15 the types of investigation initiated and used to review the effectiveness or appropriateness of methods, action and results of your scientific or technical work
 - K16 the quality criteria that could be used for different types of scientific or technical processes and procedures
 - K17 the quality assurance methods that are available
 - K18 the methods used for recording and analysing scientific or technical processes and procedures
 - K19 the relevant sources of valid information on scientific or technical processes and procedures
 - K20 who should be involved in the scientific or technical quality assurance process
 - K21 the type of impact that poor quality assurance could have on the organisation
 - K22 who requires information on scientific or technical quality assurance, and the procedures for informing them

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- K23 how to obtain quality information on resources used by the scientific or technical activities
 - K24 how to determine the resources that are necessary to ensure that quality methods and procedures are applied
 - K25 how to determine the availability and suitability of resources
 - K26 the regulations and guidelines relevant to your area of responsibility
 - K27 how to obtain and interpret information on regulations and guidelines
 - K28 the types of recommendation that could emerge from the quality assurance process
 - K29 methods of presenting scientific or technical quality assurance recommendations for improvements

Scope/range

1. carry out all of the following activities:
 - 1.1 establish clear criteria as the basis of the quality assurance process
 - 1.2 obtain accurate information from appropriate sources for consideration in the process
 - 1.3 assess and specifying the quality requirements for the scientific or technical activities
 - 1.4 identify suitable quality assurance methods, techniques and procedural improvements
 - 1.5 assess the implications of implementing the quality assurance improvements
 - 1.6 present recommendations for improvements to the quality assurance process to the appropriate people

2. assess the quality requirements for two of the following:
 - 2.1 new project/process/procedure/scheme of work
 - 2.2 workflow or service change/new facility
 - 2.3 revisions to existing project/process/procedure/scheme of work
 - 2.4 new equipment being introduced
 - 2.5 legislative/external quality standard requirement
 - 2.6 practical investigation for examinations/learning assessments

3. use four of the following sources when quality assuring:
 - 3.1 examination/learning assessment guidelines
 - 3.2 international/national standards
 - 3.3 equipment manuals/specifications
 - 3.4 legal/patent information
 - 3.5 work process/activity specifications
 - 3.6 workplace operating procedures
 - 3.7 sector specific regulations and guidelines
 - 3.8 customer requirements

4. record and communicate details of the work done, to the appropriate people, using:
 - 4.1 verbal report plus one method from the following:
 - 4.2 written or typed report
 - 4.3 computer-based record
 - 4.4 specific workplace documentation
 - 4.5 electronic mail

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| Developed by | Cogent |
| Version Number | 2 |
| Date Approved | February 2017 |
| Indicative Review Date | February 2019 |
| Validity | Current |
| Status | Original |
| Originating Organisation | SEMTA |
| Original URN | O45NLATA4-03 |
| Relevant Occupations | Professional Occupations; Science Professionals; Science and mathematics Science; Science |
| Suite | LABORATORY AND ASSOCIATED TECHNICAL ACTIVITIES SUITE 4 2010 |
| Keywords | laboratory, technical, LATA, criteria, assurance, process, quality, accurate, implement, verbal report |