

SFHCHS185 - SQA Code HD15 04

Perform basic specimen/sample preparation



Overview

This standard is a broad based standard that looks at specimen and sample preparation prior to diagnostic investigations. It also deals with equipment failure/faults, loss of specimen, breaks, spillages and leakages.

Users of this standard will need to ensure that practice reflects up to date information and policies.

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Performance criteria

- You must be able to:*
- P1 communicate required information to others clearly, accurately and in a timely fashion
 - P2 ensure unique identifier is attached to specimen/sample and its documentation and retained throughout specimen sample life
 - P3 ensure 'chain of custody' is maintained, where appropriate
 - P4 inspect and confirm specimen/sample is of suitable quality for preparation
 - P5 determine the correct method of preparation for the type of specimen/sample and analysis requested
 - P6 follow the appropriate standing operating procedures, policies and protocols for the method of preparation and biological containment level
 - P7 confirm the equipment to be used is fit for purpose and practice
 - P8 ensure that the specimen/sample preparation is fully completed
 - P9 locate the completed specimen/sample appropriately for the next stage
 - P10 manage workload effectively to make efficient use of resources and meet prioritisation needs
 - P11 work within your scope of practice to complete all relevant records accurately and in accordance with protocols
 - P12 determine and take appropriate action to manage the unexpected situation, problem or event

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Knowledge and understanding

You need to know and understand:

- K1 relevant statutory, regulatory and legislative requirements and guidance
- K2 the relevant standard operating procedures, policies and their importance
- K3 your limitations to practice and an understanding of the importance of working within these in a clinical context
- K4 how to communicate with individuals to explain procedures and reassure, including those with special needs
- K5 the importance of the unique identifier
- K6 the importance of maintaining link between specimens/samples and documentation
- K7 the factors that may influence the quality of specimen/sample and their significance
- K8 the importance of urgent specimens/samples
- K9 the methods of preparation for different specimens/samples and how they apply
- K10 the importance of ensuring that the equipment used is fit for purpose and practice
- K11 your responsibility for ensuring of specimen/sample preparation and location is correctly completed
- K12 your role, in the specimen/sample pathway and how you can contribute to the efficiency and effectiveness of the service provided
- K13 contingency and risk assessments relating to specimen/sample preparation

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Additional Information

External Links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: HWB8 Biomedical investigation and intervention

The candidate and assessor must only sign below when all Performance Criteria and Knowledge points have been met.

Unit assessed as being complete

Candidate's Name:	
Candidate's Signature:	
Date submitted to assessor as complete:	

Assessor's Name:	
Assessor's Signature:	
Date assessed as complete:	

Internal Verification —

to be completed in accordance with centre's IV strategy

Evidence for this Unit was sampled on the following date/s:	IV's Signature	IV's Name

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

Date of admin check	IV's Signature	IV's Name

Unit completion confirmed

IV's Name:	
IV's Signature:	
Date complete:	