FP7L 04 (GEN24) Despatch biomedical samples

About this Unit

This standard applies to the safe and effective despatch of biomedical samples for screening, analysis, investigation or diagnosis. Transport of the samples may be within or between sites or departments, or to an external source. Samples must be despatched in such a way that their integrity is maintained and they arrive with the required degree of urgency. Methods of transport include postal services, healthcare employees, pneumatic tube, external courier and by the patient.

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

Your **knowledge and understanding** will be specifically related to legal requirements and codes of practice and conduct applicable to your job, and the NHS Knowledge and Skills Framework. This will relate to your work activities; the job you are doing, and the setting, eg in hospital and community, domiciliary, residential care, and the individuals you are working with.

Values — the values underpinning this standard are embedded within the 2009 NHS Code of Conduct for Health Care Support Workers. These are stated in full within the Assessment Strategy and Guidance document for the awards.

Key Words and Concepts — a glossary of definitions, key words and concepts used in this standard is contained in the Assessment Strategy and Guidance document.

In occupational standards it is quite common to find words or phrases used which you will be familiar with, but which, in the detail of the standards, may be used in a very particular way. **You should read the Assessment Strategy and Guidance document before you begin working with the standards and refer to it if you are unsure about anything in the Standard.**

Specific Evidence Requirements for the Unit
It is essential that you adhere to the Evidence Requirements for this Unit

SPECIFIC EVIDENCE REQUIREMENTS FOR THIS UNIT
Simulation:
♦ Simulation is **NOT** permitted for any part of this Unit.
♦ **The following forms of evidence ARE mandatory:**
♦ **Direct Observation:** Your assessor or expert witness must observe you in real work activities. Their confirmation of your practice will provide evidence for a significant amount of the performance criteria in this Unit. **For example**, your assessor may observe you prepare, pack and label the container prior to dispatch, and that you ensure the samples are dispatched in accordance with health and safety. ♦ **Professional discussion:** Describes your actions in a particular situation and reflect on the reason(s) why you practice that way. **For example**, your assessor may ask you to explain, using an example from your practice, why you ensure that all relevant documents are included with the samples.
Competence of performance and knowledge could also be demonstrated using a variety of evidence from the following:
♦ **Reflective Account:** These are written pieces of work which allow you to reflect on the course of action you took in a specific situation to identify any learning from the piece of work and to describe what you might do differently in the light of your new knowledge. ♦ **Questioning/professional discussion**: May be used to provide evidence of knowledge, legislation, policies and procedures which cannot be fully evidenced through direct observation or reflective accounts. In addition your assessor/mentor or expert witness may also ask questions to clarify aspects of your practice. ♦ **Expert Witness**: A designated expert witness, eg a senior member of staff, may provide a direct observation of your practice, or record a professional discussion they have held with you on a specific piece of practice. ♦ **Witness Testimony**: Can be a confirmation or authentication of the activities described in your evidence which your assessor or mentor has not seen. ♦ **Products:** These can be any record that you would normally use within your normal role, eg you should not put confidential records in your portfolio; they can remain where they are normally stored and be checked by your assessor and internal verifier. ♦ **Prior Learning:** You may be able to use recorded prior learning from a course of training you have attended within the last two years. Discussion on the relevance of this should form part of your assessment plan for each Unit. ♦ **Simulation:** There may be times when you have to demonstrate you are competent in a situation that does not arise naturally through your work role, eg dealing with violent or abusive behaviour. The Evidence Requirements in each Unit provide specific guidance regarding the use of simulation.
GENERAL GUIDANCE
♦ Prior to commencing this Unit you should agree and complete an assessment plan with your assessor which details the assessment methods you will be using, and the tasks you will be undertaking to demonstrate your competence. ♦ Evidence must be provided for ALL of the performance criteria, ALL of the knowledge. ♦ The evidence must reflect the policies and procedures of your workplace and be linked to current legislation, values and the principles of best practice within the Health Care sector. This will include the National Service Standards for your areas of work. ♦ All evidence must relate to your own work practice.

KNOWLEDGE SPECIFICATION FOR THIS UNIT

Competent practice is a combination of the application of skills and knowledge informed by values and ethics. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this Unit.

When using this specification **it is important to read the knowledge requirements in relation to expectations and requirements of your job role**.

You need to provide evidence for ALL knowledge points listed below. There are a variety of ways this can be achieved so it is essential that you read the 'knowledge evidence' section of the Assessment Guidance.

You need to show that you know, understand and can apply in practice:		**Enter Evidence Numbers**
1	The current legislation, national guidelines and local policies and protocols which affect your work practice in relation to despatching biomedical samples.	
2	Your responsibilities and accountability in relation to current legislation, national guidelines and local policies and protocols which affect your work practice in relation to despatching biomedical samples.	
3	The importance of working within your own sphere of competence and seeking advice when faced with situations outside your sphere of competence.	
4	The application of standard precautions to the handling and despatch of biomedical samples and the potential consequences of poor practice.	
5	The different types of container and transport media for specimens for: (a) histology (b) haematology (c) microbiology (d) cytology (e) biochemistry (f) immunology	
6	The transport arrangements for different types of biomedical samples and how to access them.	
7	The relevance of different transport methods to sample type, urgency and analytical requirements.	
8	Factors affecting the safety and integrity of biomedical samples when preparing and packing for despatch.	
9	The correct type and use of protective clothing when handling biomedical samples.	
10	Requirements and methods for dealing with damage, spillage and decontamination of biomedical samples.	
11	Containers and materials for safe and secure packing of biomedical samples for transport.	
12	Risks and hazards associated with handling, storing and transporting biomedical samples.	
13	Local requirements for notification of recipients.	
14	Relevant corrective action and options when dealing with transport difficulties or non-arrival of biomedical samples.	

You need to show that you know, understand and can apply in practice:	**Enter Evidence Numbers**
15 When, how and to whom to report failure of normal despatch or transport arrangements.	
16 Relevant documents, guidelines and regulations relating to packing, labelling, confidentiality and transport of biomedical samples.	
17 The importance of including relevant documents with biomedical samples.	
18 The range of relevant records associated with the despatch of biomedical samples and how to prepare, update and maintain these.	
19 Local and organisational procedures for monitoring the despatch of biomedical samples and subsequent outcomes.	

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Performance Criteria	DO	RA	EW	Q	P	WT	PD
1 Apply standard precautions for infection control and other relevant health and safety measures when preparing biomedical samples for despatch.							
2 Ensure you wear personal protective clothing relevant to the activity and additional protective equipment when dealing with exposure prone procedures.							
3 Select the appropriate container to protect the integrity, confidentiality and safety of the samples and ensure arrival within required degree of urgency.							
4 Prepare, pack and label the container to ensure that the samples are despatched in accordance with health, safety and other relevant guidelines.							
5 Ensure that all relevant documents are included with the samples.							
6 Correctly address the package for transport to the appropriate recipient.							
7 Clearly label the package with the correct identifier and appropriate warning.							
8 Prepare and update relevant and accurate records of samples despatched and store these in the correct location for access by authorised people.							
9 Where urgency, risk or specification requires, inform the intended recipient of despatch date, time, method and expected arrival.							
10 Take relevant corrective action where difficulties occur with despatch of biomedical samples.							
11 Report incidents of failure of normal transport arrangements to the relevant person.							

DO = Direct Observation *RA = Reflective Account* *Q = Questions*
EW = Expert Witness *P = Product (Work)* *WT = Witness Testimony*
PD = Professional Discussion

To be completed by the candidate
I SUBMIT THIS AS A COMPLETE UNIT

Candidate's name: ……

Candidate's signature: ……..

Date: ……..

To be completed by the assessor
It is a shared responsibility of both the candidate and assessor to claim evidence, however, it is the responsibility of the assessor to ensure the accuracy/validity of each evidence claim and make the final decision.

I CERTIFY THAT SUFFICIENT EVIDENCE HAS BEEN PRODUCED TO MEET ALL THE ELEMENTS, PCS AND KNOWLEDGE OF THIS UNIT.

Assessor's name: ……..

Assessor's signature: ……..

Date: ……..

Assessor/Internal verifier feedback

To be completed by the internal verifier if applicable
This section only needs to be completed if the Unit is sampled by the internal verifier

Internal verifier's name: ……

Internal verifier's signature: ……..

Date: ……..……..