Unit 44: Accessing, Registering and Inputting Batch/Sample Data in a LIMS under Supervision

Level:	**2**
Unit type:	**Optional (Life Sciences)**
Credit value:	**6**
Guided learning hours:	**34**

Unit summary

This unit aims to give learners the knowledge and skills they need to be able to access, register and input batch/sample data in a Laboratory Information Management System.

Unit assessment requirements

There are no specific assessment requirements for this unit. Please refer to the assessment strategy in *Annexe B*.

Additional information

AC1.14 examples of appropriate methods:

- verbal
- written or typed report
- specific workplace documentation
- computer-based record
- electronic mail.

AC2.9 to include such things as:

- safety guidance relating to the use of visual display unit (VDU) equipment and workstation environment (such as lighting, seating, positioning of equipment), repetitive strain injury (RSI)
- the dangers of trailing leads and cables
- how to spot faulty or dangerous electrical leads, plugs and connections.

Learning outcomes and assessment criteria

To pass this unit, learners need to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria outline the requirements that the learner is expected to meet to achieve the learning outcomes and the unit.

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
1	Be able to access, register and input batch/sample data in a LIMS under supervision	1.1	Ensure that their work is carried out in accordance with standard operating procedures			
		1.2	Use correct passwords to access the relevant laboratory databases, and maintain the security and integrity of information			
		1.3	Use correct search procedures to confirm that batch demographic data on samples received are correct with existing data on the laboratory record system			
		1.4	Follow the correct protocols for registering new batch/sample data onto the Laboratory Information Management System (LIMS)			
		1.5	Select the correct laboratory data files, and accurately input batch details with the requested tests for each sample			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
		1.6	Access and input batch/sample data for all of the following: • batch number • organisation number • laboratory number • laboratory test being done • details for tracking any third-party testing • other (please specify)			
		1.7	Establish data requirements for the following: • sample description • date of sample • batch source • LIMS number • details of the batches/samples sent and received • client sending batches/samples • client's location • destination(s) for results			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
		1.8	Complete the department batch/sample identification activities for the following: • writing codes on the batch/sample • adding barcodes to the batch/sample • checking batch/sample codes against LIMS database • scanning barcodes and checking LIMS database			
		1.9	Resolve the problems that arise when the required batch/sample information and data cannot be found or matched			
		1.10	Resolve two of the following data problems associated with batches/samples: • incorrect labelling • poor/unclear labelling • damaged/missing labelling			
		1.11	Perform these tasks in a timely manner, compatible with the laboratory schedules			
		1.12	Request help from appropriate people when you are unable to resolve problems with mismatched and incomplete batch/sample details			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
		1.13	Communicate laboratory information to authorised people, in accordance with departmental and organisational procedures			
		1.14	Record details of work done, and communicate the details to the appropriate people, using an appropriate method			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
2	Know how to access, register and input batch/sample data in a LIMS under supervision	2.1	Outline the health and safety requirements of the area in which they are carrying out the laboratory activities			
		2.2	State the implications of not taking account of legislation, regulations, standards and guidelines when conducting laboratory activities			
		2.3	Describe the principles of Good Laboratory Practice (GLP) and/or Good Clinical Practice (GCP)/Good Manufacturing Practice (GMP) applied in the workplace			
		2.4	Describe the standard operating procedures, as set down in the local laboratory operating manuals			
		2.5	Describe the data security requirements for different computer applications, and the accessing and storage of data			
		2.6	Describe how to access and store data, in accordance with standard operating procedures and organisational practices			
		2.7	State why it is important to maintain accurate batch and department records for samples			
		2.8	State the policies and procedures for the accurate registration of new batches/samples on the Laboratory Information Management System (LIMS)			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
		2.9	Describe the specific safety precautions to be taken when working with computer systems			
		2.10	State why it is important to maintain good housekeeping arrangements			
		2.11	State the importance of correct identification, and any unique organisation and laboratory numbers			
		2.12	Outline the lines of communication and responsibilities in their department, and their links with the rest of the organisation			
		2.13	State the limits of their own authority and to whom they should report if they have problems that they cannot resolve			
		2.14	Describe the basic set-up and operation of the laboratory records system, and the peripheral devices that are used (such as mouse, keyboard, VDU, printer and barcode reader)			
		2.15	Describe the methods used for numbering and labelling liquid compounds/samples received by the laboratory, and the samples taken during investigations			
		2.16	State the correct start-up and shutdown procedures to be used for the computer system			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
		2.17	Describe how to access the specific computer Laboratory Information Management System (LIMS) database to be used			
		2.18	Explain the use of software manuals and related documents to aid efficient operation of the relevant laboratory records system			
		2.19	State how to deal with system problems			
		2.20	Describe how to communicate effectively, and how to identify key information when recording and forwarding messages accurately			
		2.21	State the test codes, coded comments, requestor and location codes, and batch/sample comment codes required to accurately input and request batch/sample and laboratory data, appropriate to their area of work			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(*if sampled*)