
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.

It also looks at the storage of specimens and samples before or after preparation and either prior to or following diagnostic investigations have been completed.

Users of this standard will need to communicate effectively to meet individuals' needs and wishes and work in line with health and safety legislation, policy and practices.

Performance criteria

You must be able to:

- P1. identify and agree the roles and responsibilities of yourself and others in performing basic specimen/sample preparation and storing specimens and samples
- P2. ensure infection prevention and control methods and personal protective equipment are used
- P3. on receipt of sample/specimen, ensure unique identifier is attached to specimen/sample and its documentation and retained throughout specimen sample life

- P4. ensure 'chain of custody' is maintained, where appropriate
- P5. inspect and confirm specimen/sample is of suitable quality and in the correct container for preparation and analysis
- P6. recognise and respond appropriately when specimen/sample integrity is compromised due to storage conditions failure
- P7. determine the correct method of preparation for the type of specimen/sample and analysis requested
- P8. confirm the equipment to be used is fit for purpose and practice
- P9. ensure that the specimen/sample preparation is completed in accordance with workplace procedures
- P10. manage workload effectively to make efficient use of resources and meet prioritisation needs
- P11. identify specimens/samples with special storage or retention requirements and ensure that appropriate action is taken
- P12. store the specimen/sample in accordance with organisational requirements
- P13. monitor and record the conditions of the storage to meet quality and audit trail criteria
- P14. dispose of waste in accordance with workplace procedures
- P15. complete all relevant documentation required for performing basic specimen/sample preparation and storing specimens and samples

Knowledge and understanding

You need to know and understand:

- K1. how to access and interpret all relevant work instructions, legislation, guidelines, policies, procedures and protocols needed to perform basic specimen/sample preparation
- K2. the scope and limitations of your own competence, responsibilities and accountability as it applies to your job role
- K3. specific procedures for reporting issues which are beyond your competence, responsibilities and accountability
- K4. the importance of the unique identifier in sample preparation, storage and of maintaining link between specimens/samples and documentation
- K5. the factors that may influence the quality of specimen/sample and their significance.
- K6. the importance of collecting correct or minimum amount of sample/specimen.
- K7. the importance of urgent specimens/samples
- K8. the methods of preparation for different specimens/samples and how they apply
- K9. the importance of ensuring that the equipment used is fit for purpose and practice
- K10. how you can contribute to the efficiency and effectiveness of the service provided in relation to prioritisation of specimen/sample preparation and analysis
- K11. recognition of types of specimens, primary and secondary samples and suitable containers
- K12. the importance of selection of appropriate containers for different types of specimens/samples and safe and secure storage
- K13. the correct condition and location for the storage of different types of specimens/samples and processing pathways
- K14. factors affecting the condition of specimen/samples during storage
- K15. action to be taken when specimen integrity is compromised due to systems failure

- K16. how to dispose of waste in accordance with workplace procedures
- K17. how to complete and safely store all relevant documentation in accordance with workplace requirements

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Perform basic specimen/sample preparation and store specimens and samples



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