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| Title | Perform drug test sample collection in a prison environment and take follow-up action on results | | |
| Level | 4 | Credits | 4 |

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| Purpose | <p>This unit standard is for people working as officers in a prison environment and covers the collection of drug test samples.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> – carry out pre-drug test procedures and processes; – prepare prisoner and test sample collection environment; – collect, check, and prepare test samples for ESR analysis; – take follow-up action upon receipt of drug test sample results. |
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| Classification | Offender Management > Prisoner Management |
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| Available grade | Achieved |
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Guidance Information

- 1 This unit standard is intended for workplace assessment.
- 2 Legislation and standards relevant to this unit standard include but are not limited to:
 - Corrections Act 2004;
 - Corrections Regulations 2005;
 - Health and Safety at Work Act 2015;
 - AS/NZS 4308:2008 *Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine*;
 - Operational manual and code of conduct relating to the prison;
 - and any subsequent amendments or replacements.
- 3 Definitions
 - Drug(s)* – refers to all types of illicit drugs, non-prescription medicine, restricted medication (as per Section 3 of the Corrections Act 2004) and includes alcohol.
 - ESR* – Institute of Environmental Science and Research.
 - IOMS* – Integrated Offender Management System.
 - Misconduct procedures* – prisoner disciplinary procedures.
 - Organisational policies and procedures* refer to the formal policies and procedures for a specific prison site and its activities, and which are consistent with its lead organisation.
 - Prison environment* – any area, within a prison site or external to a prison site where prisoners are held, such as a cell block, within the prison perimeter, on a prison farm, or in a vehicle transporting prisoners.

Test sample collection may include but is not limited to – urine, hair.

Outcomes and performance criteria

Outcome 1

Carry out pre-drug test procedures and processes.

Performance criteria

- 1.1 Identify prisoner for drug test sample collection in accordance with organisational policies and procedures.
- Range may include – general random, temporary release, IDU status, reasonable grounds, voluntary participant, IDU voluntary check; evidence of three is required.
- 1.2 Prepare relevant forms and paperwork prior to test sample collection in accordance with organisational policies and procedures.

Outcome 2

Prepare prisoner and test sample collection environment.

Performance criteria

- 2.1 Prepare prisoner and test sample collection environment in order to meet basic site requirements, in accordance with organisational policies and procedures.
- 2.2 Communicate the process of test sample collection to the prisoner in accordance with organisational policies and procedures.
- 2.3 Record and confirm prisoner details at the point of collection in accordance with organisational policies and procedures.

Outcome 3

Collect, check, and prepare test samples for ESR analysis.

Performance criteria

- 3.1 Collect test samples from the prisoner in accordance with AS/NZS 4308:2008.
- 3.2 Check that test samples, prisoner details, and any other details are recorded accurately and in accordance with organisational policies and procedures.
- Range check includes but is not limited to – temperature check, visual check;
other details include but are not limited to – date, time of collection, volume.

- 3.3 Test samples are sealed and verified by the prisoner in accordance with organisational policies and procedures.
- 3.4 Sealed test samples are secured correctly and dispatched to ESR for analysis in accordance with organisational policies and procedures.

Outcome 4

Take follow-up action upon receipt of drug test sample results.

Range positive test results, negative test results, inconclusive results.

Performance criteria

- 4.1 Take post results follow-up action as required in accordance with organisational policies and procedures.

Range may include but is not limited to – IOMS update, prisoner file notes, paperwork completed, prisoner penal file, drug test register alerts included, alerts removed, misconduct procedures, B sample.

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| Planned review date | 31 December 2021 |
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Status information and last date for assessment for superseded versions

| Process | Version | Date | Last Date for Assessment |
|--------------|---------|-------------------|--------------------------|
| Registration | 1 | 20 May 2011 | 31 December 2019 |
| Review | 2 | 15 September 2016 | N/A |
| Revision | 3 | 25 July 2019 | N/A |

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| Consent and Moderation Requirements (CMR) reference | 0121 |
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact The Skills Organisation reviewcomments@skills.org.nz if you wish to suggest changes to the content of this unit standard.