

Title	Perform oral fluid specimen collection in the workplace for drug testing		
Level	3	Credits	2

Purpose	People credited with this unit standard are able to: prepare donor for oral fluid specimen collection in the workplace; and collect and dispatch donor's oral fluid specimen(s) to the laboratory for drug testing.
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Classification	Occupational Health and Safety > Occupational Health and Safety Practice
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Available grade	Achieved
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Guidance Information

1 Definition

Organisational requirements refer to instructions to staff on organisational policies, procedures, and methodologies which are documented and are available in the workplace. These requirements include but are not limited to – site specific requirements, company quality management requirements, legislative requirements.

2 References

AS/NZS 4760:2019 *Procedure for specimen collection and the detection and quantification of drugs in oral fluid*, available from <https://www.standards.govt.nz/>;
New Zealand Bill of Rights Act 1990;
Health and Safety at Work Act 2015;
Health Information Privacy Code 2020;
Human Rights Act 1993;
Privacy Act 2020;
Manufacturer's instruction for on-site collection and transportation and storage devices, and verification certificates for these devices;
and all subsequent amendments and replacements.

3 Range

All activities and evidence presented for all outcomes and performance criteria in this unit standard must be in accordance with:

- a legislation;
- b organisational requirements;
- c laboratory requirements;
- d AS/NZS 4760:2019 *Procedure for specimen collection and the detection and quantification of drugs in oral fluid*; and,
- e industry practice.

- 4 Recommended unit standards for entry:
Unit 25458, *Perform urine specimen collection in the workplace for drug testing*;
Unit 25511, *Perform urine drug screening in the workplace*.
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Outcomes and performance criteria

Outcome 1

Prepare donor for oral fluid specimen collection in the workplace.

Performance criteria

- 1.1 Prepare the environment for oral fluid specimen collection.
- Range includes but is not limited to – adequate privacy, hygiene requirements.
- 1.2 Prepare the equipment for oral fluid specimen collection.
- Range includes but is not limited to – laboratory collection and transportation and storage devices, security seals and bags, chain-of-custody forms.
- 1.3 Prepare the donor for oral fluid specimen collection.
- Range includes but is not limited to – communicate process of oral fluid collection for drug testing, ensure written informed consent is signed.

Outcome 2

Collect and dispatch donor's oral fluid specimen(s) to the laboratory for drug testing.

Performance criteria

- 2.1 Collect oral fluid specimen(s) in accordance with recommended health and safety precautions and collection and transportation device requirements.
- 2.2 Record and confirm donor details prior to collection.
- Range includes but is not limited to – unequivocal donor identification, two identifiers unique to the donor, voluntary information about medications.
- 2.3 Collect specimen(s) from the donor.
- Range oral fluid cavity inspection, sufficient volume to split into two samples or collection of a second specimen.

2.4 Check and record integrity of specimen(s) and other details on chain-of-custody documents.

Range other details may include but are not limited to – date, time of collection, identity.

2.5 Prepare specimen(s) for dispatch to laboratory.

Range preparation includes but is not limited to – split into at least two samples or collect a second specimen, seal, donor and collector signatures or initials (where required).

2.6 Secure and dispatch sealed samples for transit or storage ensuring chain-of-custody is maintained.

Planned review date	31 December 2023
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	28 January 2021	N/A

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.