# NZQA course

## 'Perform urine drug screening in the workplace'

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UNIT STANDARD:
US 25511 Urine drug screening in the workplace

PURPOSE:
This unit standard is aimed at people who are required to understand and carry out the process of drug screening in the workplace.

People credited with this unit standard are able to: perform quality control procedures and on-site urine sample collection and urine integrity and multidrug screening; and interpret urine on-site quality control tests, integrity screen and multidrug screen results, initiate follow-up action, and complete documentation.

LEVEL: 4

CREDITS: 4

| | |
|---|---|
| **Subfield** | Occupational Health and Safety |
| **Domain** | Occupational Health and Safety Practice |
| **Status** | Registered |
| **Status date** | 23/01/2008 |
| **Date version published** | 23/01/2008 |
| **Planned review date** | 31/12/2014 |
| **Entry information** | Open. |
| **Accreditation** | Evaluation of documentation by NZQA and industry. |
| **Standard setting body (SSB)** | New Zealand Industry Training Organisation |
| **Accreditation and Moderation Action Plan (AMAP) reference** | 171 |

This AMAP can be accessed at "http://www.nzqa.govt.nz/framework/search/index.do

### Special notes

1 Definition

Organisational requirements – refer to instructions to staff on policy and procedures which are documented in memo or manual format and are available in the workplace. These requirements include but are not limited to – site specific requirements, company quality management requirements, and legislative requirements.

2 Candidates who are registered or enrolled nurses must have a current New Zealand practising certificate, perform tests under the direction or in consultation with an accredited Collecting Agency, and demonstrate an interest and commitment to best practice in occupational Health services. Candidates who are not registered or enrolled nurses must perform tests under the direction or in consultation with an accredited Collecting Agency, demonstrate an interest and commitment to best practice in occupational Health services, have successfully completed a relevant health and safety course, and been nominated by the community in which they work. All

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candidates will have to supply confirmation of on-going Collecting Agency relationships.

3 Documents relevant to the assessment of this unit standard include the AS/NZS 4308:2008 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine and the texts referenced in that publication, manufacturer's instructions for on-site screen devices, and verification certificates for on-site test devices. All evidence presented must comply with the New Zealand accrediting body for Collecting Agencies (IANZ) and AS/NZS 4308:2008.

4 People who are just involved in collecting urine samples for testing in a laboratory should be assessed against Unit 25458, Perform urine specimen collection in the workplace for drug testing.

## Elements and performance criteria

Element 1

Perform quality control procedures and on-site urine sample collection, and urine integrity and multidrug screening.

Performance criteria

1.1 Employee consent is taken, and integrity screen and quality control procedures are implemented in accordance with AS/NZS 4308:2008 procedural requirements and organisational requirements.

1.2 Technique is selected to maximise the likelihood of a valid test result.

1.3 Technique used respects the employee's privacy and need for informed consent, and the chain of custody.

1.4 Possible actions in the event of quality control or integrity screen failures are identified in accordance with organisational requirements.

Element 2

Interpret urine on-site quality control tests, integrity screen and multidrug screen results, initiate follow-up action, and complete documentation.

Performance criteria

2.1 Information is collected, records maintained, referrals forwarded, and access to further services arranged, if required, in accordance with organisational requirements.

2.2 Required documentation is completed with the knowledge of the employee in accordance with AS/NZS 4308:2008 procedural requirements.

2.3 Record keeping systems are maintained which ensure confidentiality, chain of custody and communication systems in accordance with organisational requirements.

2.4 An effective interface with the confirming laboratory is maintained in accordance with AS/NZS 4308:2008 procedural requirements.

2.5 Process for maintaining an effective strategy in the event of integrity screen failure is explained in terms of organisational requirements.

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2.6 The proficiency programme processes and methods used by a collecting agency for on-site screening are explained in terms of their purpose.

Range: Evidence is required of two different methods.

**Please note**

Providers must be accredited by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by NZQA before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact the New Zealand Industry Training Organisation mailto:mail@nzito.co.nz if you wish to suggest changes to the content of this unit standard.

# NZQA course

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UNIT STANDARD:
US 25458 Urine specimen collection in the workplace

PURPOSE:
This unit standard is designed for people who are required to collect urine specimens for drug testing.
People credited with this unit standard are able to prepare donors for urine specimen collection at point of collection, and collect and despatch urine specimens for drug testing.

LEVEL: 3

CREDITS: 2

| | |
|---|---|
| **Subfield** | Occupational Health and Safety |
| **Domain** | Occupational Health and Safety Practice |
| **Status** | Registered |
| **Status date** | 12 December 2008 |
| **Date version published** | 12 December 2008 |
| **Planned review date** | 31 December 2013 |
| **Entry information** | Open. |
| **Accreditation** | Evaluation of documentation by NZQA and industry. |
| **Standard setting body (SSB)** | New Zealand Industry Training Organisation |
| **Accreditation and Moderation Action Plan (AMAP) reference** | 171 |

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### Special notes

1 Definition

Organisational requirements refer to instructions to staff on policy and procedures which are documented in memo or manual format and are available in the workplace. These requirements include but are not limited to – site specific requirements, company quality management requirements, and legislative requirements.

2 References

Legislation applicable to this unit standard includes – Health and Safety in Employment Act 1992, and any subsequent amendments.
The relevant Australian/New Zealand Standard is AS/NZS 4308:2008 Procedures for specimen collection and quantitation of drugs of abuse in urine.

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## Elements and performance criteria

Element 1

Prepare donors for urine specimen collection at point of collection.

Performance criteria

The donor and the environment are prepared to meet the requirements of AS/NZS 4308 in accordance with organisational requirements.

The process of urine collection for drug testing is communicated to the donor in accordance with organisational requirements.

Element 2

Collect and despatch urine specimens for drug testing.

Performance criteria

2.1 Urine specimens are collected in accordance with recommended health and safety precautions and organisational requirements.

2.2 Donor details are recorded and confirmed prior to collection in accordance with organisational requirements.

2.3 Specimen is collected from the donor in accordance with organisational requirements.

2.4 Specimen is checked and donor and other details recorded in accordance with organisational requirements.

Range: Details may include but are not limited to – date, time of collection, volume, temperature.

2.5 Specimen is sealed and verified by the donor in accordance with organisational requirements.

2.6 Sealed specimens are secured and despatched to the laboratory for testing in accordance with organisational requirements.

## Please note

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