

<b>UNIT CODE</b>	<b>HLTHSS011</b>
<b>UNIT TITLE</b>	<b>Undertake routine stock maintenance</b>
<b>APPLICATION</b>	<p>This unit describes the skills and knowledge to maintain predetermined stock levels of supplies, consumables, equipment and other store items at ward, unit, sub-store or departmental level.</p> <p>This unit applies to a variety of health or community service roles involving stock maintenance. At this level workers perform under supervision and generally within a team environment within predetermined guidelines.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication</p>
<b>PREREQUISITE UNIT</b>	Nil
<b>COMPETENCY FIELD</b>	Allied Health
<b>UNIT SECTOR</b>	Health

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Maintain and monitor stock levels.	1.1 Monitor stock and storage conditions. 1.2 Determine store requirements against specified stock levels. 1.3 Replenish stores and stationery items. 1.4 Rotate perishable stock according to use-by dates. 1.5 Report deviations to supervisor according to organisational procedures.
2. Prepare order lists and forward stock.	2.1 Complete inventory list of stock requirements 2.2 Document stock requirements and order number and prepare order. 2.3 Obtain approval from supervisor and forward to department. 2.4 Update inventory list based on stock usage and inventory change.

3. Receive and store goods.	3.1 Receive and check stock against order and record received stock in the order book. 3.2 Notify supervisor if order is damaged, inaccurate or incomplete. 3.3 Unpack stock and store in the designated location.
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FOUNDATION SKILLS	
<i>Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.</i>	
SKILLS	DESCRIPTION
Reading skills to:	■
Writing skills to:	■
Oral communication skills to:	■
Numeracy skills to:	■
Learning skills to:	■
Problem-solving skills to:	■
Initiative and enterprise skills to:	■
Teamwork skills to:	■
Planning and organising skills to:	■
Self-management skills to:	■
Technology skills to:	■

<b>UNIT MAPPING INFORMATION</b>	No equivalent unit.
<b>LINKS</b>	Companion Volume Implementation Guide

<b>TITLE</b>	<b>Assessment Requirements for HLTHSS011 Undertake routine stock maintenance</b>
<b>PERFORMANCE EVIDENCE</b>	<p>Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:</p> <ul style="list-style-type: none"> <li>■ complete at least two inventory lists of stock requirements and prepared associated orders on two separate occasions in the workplace or simulated environment</li> <li>■ receive, check and order stock against two separate orders, including unpacking, storing and reporting errors to supervisor in the workplace or simulated environment.</li> </ul>

<b>KNOWLEDGE EVIDENCE</b>	<p>Demonstrate knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> <li>■ relevant organisation procedures, including: <ul style="list-style-type: none"> <li>○ workplace health and safety (WHS)</li> <li>○ manual handling</li> <li>○ personal protective equipment</li> <li>○ infection control</li> <li>○ stock control and maintenance, including: <ul style="list-style-type: none"> <li>● inventory taking</li> <li>● verbal, written and electronic ordering</li> <li>● expiry dates on perishable items</li> <li>● storage and stock rotation</li> <li>● manual and electronic documentation and records.</li> </ul> </li> </ul> </li> </ul>
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<b>ASSESSMENT CONDITIONS</b>	<p>Skills must have been demonstrated in the workplace or in a simulated environment as specified in the performance evidence.</p> <p>Assessment must ensure:</p> <ul style="list-style-type: none"> <li>■ access to use of suitable facilities equipment and resources that reflect real working conditions and model industry operating conditions and contingencies</li> <li>■ stock and storage facilities</li> <li>■ personal protective equipment</li> <li>■ manual and electronic documentation and records for stock maintenance</li> </ul> <p>Assessors must satisfy the Standards for Registered Training Organisations (RTOs) requirements for assessors</p>
<b>LINKS</b>	Companion Volume Implementation Guide

