



Australian Government

Department of Education, Employment and Workplace Relations

BSBMED304B Assist in controlling stocks and supplies

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to provide assistance in stock control processes within a medical environment. This involves assisting in maintaining stock levels, storing stock, stocktaking and disposing of out of date stock.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to individuals who provide assistance in controlling required levels of stocks and supplies in a medical administration context or work area. The person offers assistance under supervision and all work is undertaken in accordance within legislative requirements, Australian and industry standards and codes of practice, and in line with organisational policies, procedures and specific requirements.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Determine own role in stock control processes	1.1. Determine own role in <i>stock control processes</i> by consulting with manager or supervisor 1.2. Access documented procedures for stock control and read for understanding 1.3. Seek clarification with relevant personnel of unclear or ambiguous procedures
2. Assist in maintaining stock levels	2.1. Monitor stock levels against required levels 2.2. Order stock in a timely manner or in accordance with ordering cycles, to ensure continuity of supplies 2.3. Identify potential shortfalls in stock levels and take action to ensure stock is replenished in a timely manner 2.4. Check orders against enterprise documentation and take appropriate <i>actions</i> where any shortfall is identified 2.5. Complete and store documentation for maintenance of stock levels
3. Store stock	3.1. Unpack stock and check against order for condition and currency 3.2. Identify damaged or missing stock and take action to replace it 3.3. Store stock according to established storage systems 3.4. Identify and store stock requiring <i>specialised storage</i> 3.5. Rotate stock to minimise stock reaching expiry or use-by-date
4. Assist in stocktaking	4.1. Provide assistance in stocktaking to identify, count, move and locate items 4.2. Complete and store stocktaking documentation 4.3. Assist with other stocktaking actions as directed
5. Assist in disposal of out of date stock and recalls	5.1. Dispose of stock marked for disposal according to legislation and other industry specific or manufacturer requirements and under direction of supervisor 5.2. Complete and store required documentation of disposal of out-of-date stock

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- numerical skills to assess stock levels and assess deliveries for completion
- problem solving skills to analyse storage and disposal requirements of stock.

Required knowledge

- occupational health and safety (OHS), for example:
 - safe handling of specific dangerous goods (as relevant for enterprise)
 - manual handling
- relevant legislation from all levels of government that affects business operations, codes of practice and national standards, such as:
 - anti-discrimination legislation
 - ethical principles
 - privacy law
 - Freedom of Information Act
 - safe disposal of out-of-date stock
 - recording of stock usage of prescribed substances and dangerous goods, where relevant
- enterprise policies and procedures for stock control including record keeping requirements for:
 - stock levels
 - stocktaking
 - disposal of out-of-date stock.

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • documenting three activities relating to maintenance and ordering of stock and supplies, which may include: <ul style="list-style-type: none"> • stocktaking reports • communicating with suppliers to address shortfalls in orders • stock rotation • disposal of out-of-date stock • knowledge of relevant legislation from all levels of government.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to an actual workplace or simulated environment • access to office equipment and resources • access to workplace records and processes for stock control • access to security arrangements for stock and supplies.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • review of stock orders • analysis of responses to case studies and scenarios • demonstration of techniques • observation of presentations • oral or written questioning to assess knowledge of relevant legislation • observation of performance in role plays • assessment of stored stock and store stocktaking

EVIDENCE GUIDE	
	documentation.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • other general administration or medical services administration units.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Stock control processes</i> may include:	<ul style="list-style-type: none"> • cycles for stocktaking and stock rotation • levels of stock and supplies to be held on premises • security arrangements for stock and supplies • specialised storage conditions for stock and supplies
<i>Actions</i> may include:	<ul style="list-style-type: none"> • contacting the supplier • reporting to supervisor to take action
<i>Specialised storage</i> may include:	<ul style="list-style-type: none"> • refrigeration or keeping in a cool environment • security and special handling for dangerous goods • transferring to specialised containers for storage

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Administration - Medical Services Administration
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Co-requisite units

Co-requisite units		