



**Australian Government**

# **HLTHSS011 Maintain stock inventory**

**Release: 1**

## HLTHSS011 Maintain stock inventory

### Modification History

Not applicable.

### Application

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.

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.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

### Pre-requisite Unit

Nil

### Competency Field

Health Support Services

### Unit Sector

Health

### Elements and Performance Criteria

#### ELEMENTS

*Elements describe the essential outcomes*

1. Maintain stock levels.

#### PERFORMANCE CRITERIA

*Performance criteria describe the performance needed to demonstrate achievement of the element.*

- 1.1. Monitor stock and storage conditions.
- 1.2. Determine store requirements against specified stock levels.
- 1.3. Replenish stores and stationery items, using personal protective equipment when required.
- 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.

## Foundation Skills

*Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.*

## Unit Mapping Information

Supersedes and is equivalent to HLTHSS005 Undertake routine stock maintenance.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>