



Australian Government

HLTSTE004 Manage sterile stock

Release: 1

HLTSTE004 Manage sterile stock

Modification History

Release	Comments
Release 1	<p>This version was released in <i>HLT Health Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency requirements. Significant change to knowledge evidence. Removed prerequisite.</p>

Application

This unit of competency describes the skills and knowledge required to apply procedures for handling, storing and maintaining sterile stock.

This unit applies to individuals working under general supervision and within established procedures in a range of health service organisations.

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

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes

Performance criteria describe the performance required to demonstrate achievement of the element

1. Store sterile stock

1.1 Select and wear attire, ensuring personal hygiene preparations are in accordance with organisation policies and procedures

1.2 Decant sterile stock supplied in external containers/packaging prior to transfer into the sterile stock area

1.3 Identify and clean the dedicated area for storing sterile stock, following required documentation processes

1.4 Restrict access and minimise traffic in the sterile stock area

ELEMENT	PERFORMANCE CRITERIA
<i>Elements define the essential outcomes</i>	<i>Performance criteria describe the performance required to demonstrate achievement of the element</i>
2. Maintain packaging integrity	<ul style="list-style-type: none">2.1 Minimise handling of sterile stock2.2 Inspect items for packaging integrity, labelling and batch control2.3 Follow organisation procedures for non-conforming stock2.4 Complete protective packaging as required
3. Maintain stock levels	<ul style="list-style-type: none">3.1 Comply with sterile stock rotation practices3.2 Identify, remove and re-process or discard stock not complying with inventory control guidelines3.3 Assess and calculate stock and imprest levels3.4 Correctly interpret order requirements3.5 Prepare, fill and distribute orders to relevant destination using required documentation3.6 Document and report supply discrepancies according to procedures
4. Transport sterile stock	<ul style="list-style-type: none">4.1 Clean and maintain trolleys and containers using appropriate cleaning procedures4.2 Load and handle transport equipment safely4.3 Follow designated route and timetable for transporting sterile stock4.4 Package any high-level disinfected or off-site delivery items in secure sealable easy to clean containers
5. Complete quality management requirements	<ul style="list-style-type: none">5.1 Follow batch control identification procedures5.2 Accurately complete sterile stock ordering documentation5.3 Assist with recall procedures according to instructions

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

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

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

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