



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **HLTSTE306C Manage sterile stock**

**Release: 1**

## **HLTSTE306C Manage sterile stock**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Descriptor**

This unit of competency describes the skills and knowledge required apply procedures for handling, storage and maintenance of sterile stock

The range of functions is prescribed around known standards, guidelines, policies and procedures

### **Application of the Unit**

#### **Application**

The application of knowledge and skills described in this competency unit could take place in a range of health settings, including hospitals and specialist sterilisation facilities

The application of knowledge and skills takes place around standards, guidelines, policies and procedures and under the supervision of a qualified person

### **Licensing/Regulatory Information**

Not Applicable

## Pre-Requisites

### Pre-requisite unit

This unit must be assessed after successful achievement of pre-requisite:

- HLTIN301C Comply with infection control policies and procedures

## Employability Skills Information

### Employability Skills

This unit contains Employability Skills

## Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

1. Store sterile stock
  - 1.1 Select and wear *attire* in compliance with organisation policies and procedures
  - 1.2 Identify the dedicated area for storing sterile stock
  - 1.3 Store sterile stock in compliance with AS/NZS 4187
  - 1.4 Clean sterile stock area in accordance with AS/NZS 4187 and organisation policies and procedures
  - 1.5 Restrict access and minimise traffic in the sterile stock area
  - 1.6 Follow hand washing guidelines for handling sterile stock
  - 1.7 Decant sterile stock supplied in external containers/packaging prior to transfer into the sterile stock area
  - 1.8 Comply with relevant OHS and manual handling requirements
  
2. Maintain packaging integrity
  - 2.1 Comply with sterile stock rotation practices and *shelf life* according to AS/NZS 4187 and organisation policies and procedures
  - 2.2 Minimise handling of sterile stock in accordance with AS/NZS 4187
  - 2.3 Inspect items for packaging integrity, labelling and batch control in accordance with AS/NZS 4187 and organisation policies and procedures
  - 2.4 Follow organisation procedures when stock is non-conforming, ie packaging integrity and sterility is *compromised* eg dropped, wet, contaminated
  - 2.5 Complete dust covering and labelling in accordance with AS/NZS 4187 and organisation policies and procedures

**ELEMENT****PERFORMANCE CRITERIA**

- |   |  |
|---|--|
| 3. Maintain stock levels                    | 3.1 Identify, remove and re-process/discard stock not complying with inventory control guidelines  |
|   | 3.2 Assess stock/ <i>impress</i> levels in accordance with organisation policies and procedures  |
|   | 3.3 Prepare, fill and dispatch/distribute stock/ <i>impress</i> orders to relevant destination in accordance with organisation policies and procedures |
|   | 3.4 Follow organisation procedures when supplying non-routine/urgent orders  |
|   | 3.5 Communicate and report supply discrepancies in accordance with organisation policies and procedures  |
| 4. Transport sterile stock                  | 4.1 Clean and maintain trolleys and containers   |
|   | 4.2 Prepare designated equipment, eg trolleys, bins etc  |
|   | 4.3 Load and handle transport equipment in accordance with OHS and Infection Control guidelines  |
|   | 4.4 Follow designated route and timetable for transporting sterile stock   |
|   | 4.5 Comply with transport protocols for sterile stock  |
| 5. Complete quality management requirements | 5.1 Follow batch control identification procedures in accordance with organisation policies and procedures   |
|   | 5.2 Complete sterile stock ordering/request documentation in accordance with organisation policies and procedures                                      |
|   | 5.3 Identify, report and document quality or procedural problems according to organisation policies and procedures                                     |
|   | 5.4 Identify situations requiring recall   |
|   | 5.5 Follow recall procedures and complete recall documentation according to AS/NZS 4187  |

**Required Skills and Knowledge**

## REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

### *Essential knowledge:*

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Correct storage and stock management principles for sterile stock
- Factors that affect shelf-life of sterile stock
- Features of a transport system required to maintain sterility of packaged items
- Fundamental knowledge of infection control principles as it affects the sterilisation work environment
- OHS policies, guidelines and symbols and their relevance to working in the sterilisation area
- Organisation policies and procedures regarding management of sterile stock
- Procedures to restrict access to sterile stock
- Relevant standards, including AS/NZS 4187, AS/NZS 4815 and all relevant infection prevention guidelines
- Relevant state/territory guidelines for sterilising services
- The legal responsibilities providers of health care in relation to confidentiality, client rights, duty of care and implications of negligence

### *Essential skills:*

It is critical that the candidate demonstrate the ability to:

- Address relevant OHS, infection control and manual handling requirements
- Comply with AS/NZS 4187 and AS/NZS 4815
- Demonstrate consistency of performance over a number of trials
- Implement the correct procedures to control stock
- Maintain stock levels within specified guidelines
- Monitor the necessary environmental conditions to maintain stock in a sterile condition

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

## REQUIRED SKILLS AND KNOWLEDGE

- Follow organisation policies and procedures
- Follow the route and timetable for routine imprest delivery to designated destinations
- Handle sterile stock in a manner that maintains the barrier integrity of the item
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues, including appropriate practices to ensure efficient use of resources
- Use basic computing skills and data retrieval appropriate to stock management systems
- Use literacy, numeracy and oral communication skills required to fulfil the position in a safe manner as specified by the health care facility

## Evidence Guide

### EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

*Critical aspects for assessment and evidence required to demonstrate this competency unit:*

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Where, for reasons of safety, space, or access to equipment and resources, assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible
- Consistency of performance should be demonstrated over the required range of situations relevant to the workplace

## EVIDENCE GUIDE

### *Context of and specific resources for assessment:*

- Assessment should replicate workplace conditions as far as possible
- Simulations may be used to represent workplace conditions as closely as possible. Acceptable simulation requires:
  - handling sterile stock procedures in compliance with standards, policies and procedures
  - completing routine and non-routine orders of sterile stock
  - dealing with non-conformity or non-compliance
- Resources essential for assessment include access to:
  - relevant workplace or appropriately simulated environment where assessment can take place
  - Australian Standards, government and organisation policies and procedures
  - sterile stock, ordering systems, stock management systems, transport schedules and transport equipment

### *Access and equity considerations:*

- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities



## Range Statement

### RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any 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.

*Imprest items may include:*

- Sterile stock
- Consumables
- Sterile equipment

*Compromised stock may include:*

- Stock incorrectly packaged
- Stock torn or opened
- Stock wet at the end of sterilising cycle
- Stock placed on a dirty surface
- Stock with no sterilising indicator

*Factors that compromise sterile stock may include:*

- Contaminated surfaces
- Moisture
- Incorrect temperature
- Sunlight
- Vermin and insects
- Poor packaging technique
- Sharp objects and elastic bands
- Incorrect handling

*Influence on shelf life may include:*

- Choice of packaging material
- Storage and handling conditions
- Product deterioration
- Design of packaging

**RANGE STATEMENT**

*Attire may include:*

- Gown
- Hair protection
- Overshoes
- Theatre attire
- Gloves
- Personal protective clothing

*Lists/carts may include:*

- Storage containers
- Trolleys
- Stock lists

*Recall processes may relate to procedures to be followed in relation to:*

- Stock recalled by manufacturer or supplier
- Stock recalled by the Therapeutic Goods Administration
- Stock recalled by the organisation

**Unit Sector(s)**

Not Applicable