



Australian Government

BSBMED304 Assist in controlling stocks and supplies

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the 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 This involves assisting in maintaining stock levels, storing stock, stocktaking and disposing of out-of-date stock.

It applies to individuals who provide assistance in controlling required levels of stocks and supplies in a medical administration context or work area. 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.

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

Unit Sector

Administration – Medical Services Administration

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Determine own role in stock control processes	1.1 Determine own role in stock control processes 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

ELEMENT	PERFORMANCE CRITERIA
	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 actions 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 specialised storage 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

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 2.2, 2.4, 2.5, 3.1, 3.5	Recognises text within job specifications and work processes relating to maintaining stock levels and other job-related outcomes
Writing	2.2, 2.4, 2.5, 4.1, 4.2, 5.2	Produces familiar text types using simple vocabulary, grammatical structures and numerical text when writing down stock levels, completing documentation

		and while undertaking administrative tasks
Oral Communication	1.1, 1.3, 4.1, 4.3	Listens closely to directions and asks questions to clarify understanding
Numeracy	2.1-2.5, 3.5, 4.1-4.3, 5.2	Identifies and understands relevant mathematical information while monitoring stock levels, ordering stock and determining out-of-date stock
Navigate the world of work	1.1, 1.2, 5.1, 5.2	Recognises and adheres to organisational policies and procedures and legislative requirements
Interact with others	1.1, 1.3, 2.4, 3.2, 4.1, 4.3	Collaborates and consults with others to clarify own role and the requirements for the stock control process
Get the work done	2.1-2.5, 3.2, 3.3, 3.4, 3.5, 4.1, 4.2, 5.1, 5.2	- Plans own workload in accordance with organisational requirements - Uses problem-solving skills to analyse storage and disposal requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBMED304 Assist in controlling stocks and supplies	BSBMED304B Assist in controlling stocks and supplies	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBMED304 Assist in controlling stocks and supplies

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Performance Evidence

Evidence of the ability to:

- carry out and document activities according to procedures, including:
 - monitoring stock levels
 - ordering stock
 - unpacking and checking orders
 - storing and rotating stock
 - assisting in stocktaking
 - disposing of out-of-date stock
- communicate with required person if orders are incorrect.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline relevant legislation, regulations, standards and codes of practice that affect stock
- explain enterprise policies and procedures for stock control including recordkeeping requirements for:
 - stock levels
 - stocktaking
 - disposal of out-of-date stock.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the medical services administration field of work and include access to:

- office equipment and resources
- workplace records and processes for stock control
- security arrangements for stock and supplies
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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