



Australian Government

HLTSTE004 Manage sterile stock

Release: 1

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Modification History

Release	Comments
Release 1	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. 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.

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
<i>Elements define the essential outcomes</i>	<i>Performance criteria describe the performance required to demonstrate achievement of the element</i>
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	2.1 Minimise handling of sterile stock 2.2 Inspect items for packaging integrity, labelling and batch control 2.3 Follow organisation procedures for non-conforming stock 2.4 Complete protective packaging as required
3. Maintain stock levels	3.1 Comply with sterile stock rotation practices 3.2 Identify, remove and re-process or discard stock not complying with inventory control guidelines 3.3 Assess and calculate stock and imprest levels 3.4 Correctly interpret order requirements 3.5 Prepare, fill and distribute orders to relevant destination using required documentation 3.6 Document and report supply discrepancies according to procedures
4. Transport sterile stock	4.1 Clean and maintain trolleys and containers using appropriate cleaning procedures 4.2 Load and handle transport equipment safely 4.3 Follow designated route and timetable for transporting sterile stock 4.4 Package any high-level disinfected or off-site delivery items in secure sealable easy to clean containers
5. Complete quality management requirements	5.1 Follow batch control identification procedures 5.2 Accurately complete sterile stock ordering documentation 5.3 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>

Assessment Requirements for HLTSTE004 Manage sterile stock

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Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- followed established procedures, work processes and national standards for sterile stock management on at least 3 occasions, including:
 - maintaining environmental conditions
 - maintaining stock at required levels
 - handling stock that maintains sterile condition
 - responding to non-conformance
- accurately completed documentation using manual or computerised systems
- addressed relevant work health and safety, infection control and manual handling requirements

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- storage and stock management principles for sterile stock:
 - types of storage requirements
 - time-related shelf life
 - event-related shelf life
 - factors that affect shelf-life of sterile stock
 - procedures to restrict access
 - quality assurance documentation

- recall procedures
- features of a transport system required to maintain sterility of packaged items
- safe work practices in the sterilisation work area:
 - manual task risk factors and how to control for them
 - infection control
 - personal hygiene
 - personal protective equipment (PPE)

Assessment Conditions

Skills must have been demonstrated in a sterile storage area within the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources:
 - a designated sterile area
 - sterile stock items
 - stock management and ordering systems
 - transport equipment
 - quality assurance documentation
 - workplace procedures to be followed
- modelling of industry operating conditions, including presence of situations requiring problem solving

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

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