

**SKILLS FRAMEWORK FOR HEALTHCARE  
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

<b>TSC Category</b>	Department Management					
<b>TSC</b>	Inventory Control and Equipment Maintenance in Rehabilitation Care					
<b>TSC Description</b>	Perform inventory control and maintain equipment for the therapy department					
<b>TSC Proficiency Description</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
	<b>HCE-DMH-1003-1.1</b>	<b>HCE-DMH-2003-1.1</b>				
	Maintain inventory and equipment as instructed	Monitor inventory control and equipment maintenance				
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Types of inventory and items included in department inventory</li> <li>• Manufacturers' instructions for operating, cleaning and storing equipment and appliances</li> <li>• Organisation-specific policies and Standard Operating Procedures (SOPs) for workplace safety and health, and hygiene, infection control and disease management</li> <li>• Manufacturer or organisation-specific procedures of preventative maintenance of therapy equipment and appliances</li> <li>• Procedures for recording and reporting therapy equipment and appliance servicing and faults</li> <li>• Organisational-specific policies and SOPs for replacement of therapy equipment, materials and appliances</li> <li>• Organisational protocols for notifying staff of</li> </ul>	<ul style="list-style-type: none"> <li>• Procedures and tools for checking availability and maintenance of therapy equipment, appliances and materials</li> </ul>				

	<p>equipment and appliance unavailability</p> <ul style="list-style-type: none"> <li>• Procedures in checking inventory for therapy equipment, materials and appliances</li> </ul>					
<b>Abilities</b>	<ul style="list-style-type: none"> <li>• Store therapy equipment, materials and appliances</li> <li>• Monitor therapy equipment, materials and appliances to ensure that they are operating appropriately</li> <li>• Apply organisational procedures to carry out preventative maintenance</li> <li>• Apply organisational procedures to arrange for the cleaning, servicing, adjustment, repair, and replacement of therapy equipment, materials or appliances</li> <li>• Monitor the availability of therapy equipment, materials and appliances</li> <li>• Maintain the supply of therapy equipment, materials and appliances</li> <li>• Monitor product expiry dates, report and replace as needed</li> <li>• Document and report activities related to inventory control and equipment maintenance</li> <li>• Inform supervisor of faulty equipment or insufficient inventory levels</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct checks on therapy equipment, materials and appliances to ensure that they are operating appropriately</li> <li>• Guide teams in storage and maintenance of therapy equipment, materials and appliances</li> <li>• Ensure that teams apply organisational procedures in carrying out storage and maintenance of therapy equipment, materials and appliances</li> <li>• Conduct checks to ensure the availability and maintain the supply of therapy equipment, materials and appliances</li> <li>• Review documentation on activities related to inventory control and equipment maintenance</li> </ul>				