

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

<b>TSC Category</b>	Department Management					
<b>TSC</b>	Inventory Management in Rehabilitation Therapy					
<b>TSC Description</b>	Manage inventory control of the 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-3004-1.1</b>	<b>HCE-DMH-4004-1.1</b>	<b>HCE-DMH-5004-1.1</b>	
			Maintain resource material inventories and equipment	Manage the maintenance of equipment in the department and develop proposals for new equipment	Review proposals for the procurement of new equipment, monitor the utilisation of existing equipment stocks and anomalies and oversee investigation of anomalies	
<b>Knowledge</b>			<ul style="list-style-type: none"> <li>Documentation process and electronic management systems used for inventory management</li> <li>Processes to implement new tracking systems for inventory management</li> <li>Safe disposal processes of resource materials</li> <li>Tracking systems for inventory management such as RFID</li> <li>Maintenance requirements of department equipment</li> <li>Audit requirements of inventory management</li> <li>Relevant departments or personnel who should be involved for the maintenance and repair</li> </ul>	<ul style="list-style-type: none"> <li>Healthcare technology management cycles</li> <li>Proposal development processes for procurement of new equipment</li> <li>Procurement procedures for resource materials</li> <li>Performance requirements of new equipment, including safety</li> </ul>	<ul style="list-style-type: none"> <li>Department guidelines for the procurement of new equipment</li> <li>Forecasting and budgeting processes</li> <li>Training needs analysis frameworks</li> <li>Root cause analysis</li> </ul>	
<b>Abilities</b>			<ul style="list-style-type: none"> <li>Prepare documentation on inventory levels and equipment status for audit purposes</li> <li>Manage inventory stocktake performed by</li> </ul>	<ul style="list-style-type: none"> <li>Check inventory levels against department and audit requirements</li> <li>Prepare proposals and procurement requests for resource materials</li> </ul>	<ul style="list-style-type: none"> <li>Review proposals for the procurement of equipment</li> <li>Advocate for procurement needs for departments</li> </ul>	

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			<p>therapy assistants where applicable</p> <ul style="list-style-type: none"> <li>• Implement tracking systems for inventory management</li> <li>• Dispose resource materials according to the department workplace safety and health procedures</li> <li>• Engage relevant parties in the organisation for the repair and maintenance of equipment according to the maintenance cycle</li> </ul>	<p>and new equipment for departments</p> <ul style="list-style-type: none"> <li>• Review documentation and audit reports on inventory levels and equipment status</li> <li>• Test new equipment procured for departments against expected performance criteria</li> <li>• Set up protocol for use of equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Identify training programmes required for staff to be able to manage the maintenance of equipment</li> <li>• Develop replacement and disposal policies</li> <li>• Monitor utilisation rates</li> <li>• Oversee investigation of anomalies in stock</li> </ul>	
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