

COMMUNITY CARE SKILLS STANDARDS FRAMEWORK FOR SUPPORT CARE ROLES

Skills Domain	Administration and Operations
Skills Category	Stock Taking and Inventory
Skills Standard Title	Manage Inventory
Skills Standard Descriptor	Improve and optimizing stock management and ensuring stock replenishment in accordance to the organization policies and procedures.
Skills Proficiency Level	Level 2 (Previously 'Intermediate' under CCSSF)
Source Code	CCSSF-AAO-STAI-3002-1
Knowledge <i>This refers to the gathering and cognitive processing of facts and information required to perform work tasks and activities.</i>	Underpinning Knowledge: • Objectives and benefits of inventory control. • Methods to improve and optimize stock management, which may include (not limited to): ○ Review internal processes with performance of supplier • Different stock control methods, which may include (not limited to): ○ Stock reviews ○ Fixed time reordering ○ First in, first out ○ Batch control • The manual stock control system and automatic stock control system. • Elements of inventory control, which may include (not limited to): ○ Minimum stock level ○ Maximum stock level ○ Safety stock level ○ Reorder level ○ Lead time • Safety stock requirements to maintain various service levels. • MOH guidelines on emergency preparedness for masks and Personal Protective Equipment (PPE). The PPE may include (not limited to): ○ Gloves ○ Gowns/Aprons ○ Surgical masks ○ Respiratory masks

	○ Head coverings ○ Shoes covering ● Organisational policies and procedures in relating to Inventory control and management ● Provisions of National Infection Prevention and Control Guidelines for Long Term Care Facilities (2018), which may include (not limited to): ○ Use of personal protective equipment ○ Hygiene practices ○ Handling patients with infection ○ Cluster ○ Hand hygiene ● Relevant legal and/or industrial requirements in relation to support manage inventory, which may include: ○ Implementation Guide to Guidelines for Home Care (Agency for Integrated Care, Singapore) ○ Implementation Guide to Guidelines for Centre-Based Care (Agency for Integrated Care, Singapore) ○ Workplace Safety and Health Guidelines (Workplace Safety and Health Council) ○ National Infection Prevention and Control Guidelines for Long-Term Care Facilities (Ministry of Health) ○ Allied Health Professions Council (AHPC) guidelines on supervision and delegation of tasks to therapy support staff
Ability <i>This refers to the ability to perform the work tasks and activities required of the occupation, and the ability to react to and manage the changes at work.</i>	The ability to: ● Optimize stock management in accordance to the organizational policies and procedures. ● Calculating the stock re-order quantity in accordance to the organizational policies and procedures. ● Review the stock level and recommend effective ways to control stock. ● Monitor the stock level of masks and Personal Protective Equipment in accordance to the MOH guidelines for emergency preparedness. ● Keep track of inventory records and usage in accordance to organizational policies and procedures. ● Replenish and restocking of supplies and consumable
Person Centred Care <i>This refers to having a person centred care mind set to drive the care giver to respect and recognise the decisions/choices of the person they are</i>	Underlying principles: ● Treating clients with dignity and respecting by being aware of the supporting personal perspectives, values, beliefs, culture and preferences; respecting their privacy while encouraging independence of the individual; and listening to each other and working in partnership to design and deliver services

<i>taking care of</i>	
Performance Outcome <i>This refers to the outcome of the task on the care recipient as indication of workplace success</i>	The support care staff is able to: • Use analysis technique to analyse stock levels • Suggest revisions; • Highlight gaps, and • Recommend solutions; • Manage inventory in accordance to the organisational policies and procedures.