

## SFHGEN64

### Ensure the availability of physical resources



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#### Overview

This standard is relevant to those people who are responsible for ensuring that physical resources are available to meet actual and anticipated demand.

Users of this standard will need to ensure that practice reflects up to date information and policies.

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#### Performance criteria

*You must be able to:*

- P1 identify the specific physical resources needed to meet service delivery needs
- P2 select or recommend appropriate suppliers, ensuring adequate competition where possible and the continuity of supplies
- P3 negotiate with suppliers in a manner which maintains good relations with them
- P4 reach agreements with suppliers that provide good value and comply with organisational and legal requirements
- P5 obtain sufficient physical resources to support all activities
- P6 monitor resource use and supplies at appropriate intervals, to ensure that the physical resources obtained consistently meet the organisation's requirement for quality, quantity and delivery
- P7 agree appropriate amendments with the relevant people where physical resources needed cannot be obtained in full

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### Knowledge and understanding

*You need to know and understand:*

- K1 relevant planned objectives and measures for resource usage
- K2 how to establish effective agreements with suppliers and the legal, ethical and organisational requirements which govern these
- K3 how to analyse work activities to identify required supplies
- K4 how to select from a range of suppliers to ensure value for money, consistency, quality and continuity of supply within organisational and legal requirements
- K5 how to monitor the provision of supplies to ensure ongoing quality, quantity, delivery and time requirements are being met
- K6 the legal and organisational requirements which govern the selection of suppliers, how to interpret these and identify their implications
- K7 standing financial instructions and requirements for keeping records
- K8 the importance of continuity of supplies to maintaining the quality of products and services and your role and responsibility in relation to this
- K9 the range of problems which may occur with supplies and suppliers and effective corrective action to take in response to these
- K10 the principles of confidentiality regarding the use of physical resources; which types of information may be made available to whom
- K11 how to encourage and empower team members to take responsibility for the efficient use of physical resources
- K12 the importance of effective monitoring of resource use to organisational efficiency and your role and responsibility in relation to this
- K13 how to monitor and control resource usage to maintain consistency and quality in the provision of products and services
- K14 the organisational and legal requirements regarding the impact of resource usage on the environment and how to minimise adverse effects
- K15 the organisation's requirements for controlling resource usage

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### Additional Information

#### External Links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: G3: Procurement and commissioning

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