

# SFHOPTM23

## Receive and store optical stock



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### Overview

This standard is about receiving, storing and despatching optical stock. This standard relates to the warehouse and production area where stock is maintained either on a temporary or a permanent basis. 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 confirm the optical stock received against the documentation
- P2 identify and report any discrepancies or problems to the relevant person
- P3 ensure that the stock is stored securely, in the designated location
- P4 segregate damaged stock, and report it to the relevant person
- P5 dispose of waste material, in accordance with the procedures
- P6 carry out your work safely
- P7 complete records accurately
- P8 maintain the required standards of cleanliness

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#### Knowledge and understanding

*You need to know and understand:*

- K1 the type and quantity of optical stock required
- K2 how to interpret work instructions, and any relevant Standard Operating Procedure
- K3 your level of responsibility and competence
- K4 the conditions in which the optical stock should be maintained
- K5 your organisation's procedures for receiving, storing and despatching optical stock
- K6 the documentation to be completed
- K7 your responsibilities under the Health and Safety at Work Act, and the implications of non-compliance
- K8 the required standards of cleanliness, and how to maintain them

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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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<b>Developed by</b>	Skills for Health
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<b>Originating organisation</b>	Skills for Health
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<b>Original URN</b>	OPTM23
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<b>Relevant occupations</b>	Health, Public Services and Care; Healthcare and Related Personal Services
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<b>Suite</b>	Optical Manufacturing
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<b>Key words</b>	receive, store, optical
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