

MEDICAL EQUIPMENT CONTROL

STANDARD NO(S):

NYSLEAP
NYSSA # 131

DATE:

March 4, 2010

REFER TO:

Roger Ward

I. OBJECTIVE:

To establish the Seneca County Correctional Facility's policy and procedure for the accounting and inventorying of medical supplies, equipment and materials.

II. POLICY:

All medical equipment used during examinations will be accounted for at the conclusion of each inmate exam. All medical equipment, supplies and materials for the medical unit will be inventoried as required but no less than annually.

III. DETAILS:

- A.** After every inmate examination, the nurse will account for all equipment used during the course of such examination. The Correction Officer escorting inmates and the Shift Supervisor will be notified of any unaccounted item(s) before any inmate(s) are returned to their housing unit.
- B.** The following schedule will apply for the inventorying of the medical unit:
 - 1. All equipment such as computers, stethoscopes, scales, and examining tables, etc., and durable goods such as periodicals and text books, etc., will be inventoried in accordance with the policy as established by the County Treasurer's Office.
 - 2. Any items that there is a potential for abuse such as syringes, needles and sharp instruments will be inventoried and checked at least weekly and such inventory will be recorded on appropriate medical inventory form.