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| **SSMED-1205** | **Medical Stores and Supplies** |
| **Version No.** | 1 |
| **Content Owner** | Vikand Technology Solutions, LLC. |

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|  | **General: Medical Stores**   * 1. The stock of soft goods and supplies carried should stay within the guidelines referenced below and comply with these as their Flag or Port State may require taking into consideration, as a minimum, the number of persons on board, the ship’s type and nature, destination and voyage duration.   2. VIKAND will ensure that all vessels are supplied with the adequate quantity and quality of medical supplies required, to enable the best medical treatment to sailors and crew on board.   3. Medical supplies include those items located within the Medical Center and the Secondary Medical Facility as well as the First Aid Kits placed around the vessel and First Aid Kits aboard the lifeboats.   4. Medical stores, soft goods and supplies must be maintained within compliance of Flag State standards, ACEP/CLIA recommendations and Medical Standards of Care. |
|  | **Stock and Maintenance**  2.1Accountability:   * It is the responsibility of the Medical Department (Doctor and Nurse) to maintain adequate storage of the goods and supplies located within the Medical Center and the Secondary Medical Facility. * Soft goods and supplies will be routinely monitored for expiration dates, package integrity and viability of the item for use within the Medical Center. * Managed vessels will maintain a Statement of Quality Medical Ship Board Care or similarly worded medical certificate. The Certificate or statement thereof is to be issued annually by a competent authority if designated by the Flag State, or if such is not available by the contracted medical supply vendor. * The Certificate is to verify that the ship is adequately stocked with medicines, supplies and equipment * The Staff Captain is responsible for the annual external verification arrangement request and renewal of the Annual Statement of Quality Medical Shipboard Care or similarly worded medical certificate. |
|  | **Management**   * 1. The ship’s supply and specialty supply list should be maintained in the EMR / or in the absence of an EMR, in the Master Medical Supply Spreadsheet: * Generic Name * Brand Name * Classification * Par level * In Quantity * Quantity used * Quantity received * Current Quantity * Expiration dates (where applicable) * Cost * Selling price (where applicable)   1. Management of Specialty Supplies, per the ACEP/CLIA guidelines includes: * Sexual Assault Kits onboard * Ships are always required to maintain two Sexual Assault/Rape kits onboard * PEP Kits (Post Exposure Preventative Treatment Kits) * There are additional supplies and kits utilized outside of the Medical Center, which fall within the purview of Medical Department staff.   1. First Aid Kits * First Aid Kits are to be checked and refilled monthly and as needed after an incident or use, based upon location, and every month based upon location. * First Aid Kits in “Higher traffic areas” i.e. Main Dining Room, Main Galley and Crew Galley should be checked and restocked every 2 weeks due to potentially increased use.   1. Eye Wash Stations * Eye Wash Stations are to be checked every month and restocked as required.   1. Pocket Masks * Pocket Masks are to be checked every month.PPE   1. PPE should be checked to ensure there is the required quantity to deal with any type of outbreak * The type of PPE and quantities are detailed in the Communicable Diseases SOP   1. Findings are to be documented on all corresponding checklists and copies of same are to be maintained within the Medical Centers and in the shared electronic file. * Doctor Emergency Bag and Nurse Emergency Bag. * The Doctor Emergency Bag and Nurse Emergency bag are utilized by the Doctor and Nurses for any medical treatments rendered outside of the Medical Center. * The Contents of the Emergency Bags are listed on the inventory sheet located within the Medical Center and includes both medications and supplies. * The Emergency Bags are to be checked routinely and after each use to evaluate the stock contained therein, including maintaining par levels, expiration dates and the integrity of the contents.   1. The Nurse or the Doctor should sign off the checklist confirming that the Emergency Bag has been checked and items verified. |
|  | **Requisitions**   * 1. The requisition of medical soft goods and supplies should be a scheduled practice for the Medical Department and should be noted on the Nurse’s Calendar.   2. Medical soft goods and supplies should be maintained at par levels as set forth by the Flag state, CLIA, ACEP and as per VIKAND.   3. All requisitions for medical soft goods and supplies are required to be centrally reviewed by **Vikand Medical Services and the Company.**   4. Identification of medical soft goods and supplies requiring replenishment/restock should be detailed in the Master Order Excel Document. |
|  | **Disposal of Expired Soft Goods and Supplies**   * 1. Unused, non-hazardous medical supplies can be disposed of within the Medical Center, and to be off-loaded or disposed of with the general garbage produced onboard.   2. Disposal of questionable expired goods is requested through the Staff Captain.   3. Questionable goods may be incinerated at the request of the Staff Captain or if not incinerated, the Staff Captain will arrange for the off-loading and disposal of these goods with the local Port agent.   4. If an inventory is required for incineration or off-loading, this is to be prepared by the Nurse and should include: * Name of item * Number of items * Expiration date * If not expired, then reason for disposal should be included: * Damaged packaging * Incomplete/partial package * Other |
|  | **Disposal of Hazardous Goods and Supplies**   * 1. Disposal of hazardous waste (sharps containers) is coordinated by the Medical Staff with the Chief Officer.  The notification should include: * The number of sharps containers for disposal from the Medical Center * The weight of the sharps containers for disposal * Biohazard/medical waste (Red Bags) are incinerated onboard the ship * If no incinerator is present, the waste will be off-loaded * Preparation of the Landing Form will be completed by the Chief Officer   1. The Chief Officer will coordinate the offloading of these items with the Port agent |
|  | **References**  ILO Convention  C164 IMGS  EU Directive 92/29 EEC  ACEP & CLIA Guidelines  SOLAS |