

ADMIN-GENERAL SERVICES SECTION PROVISION OF LINEN TO ALL AREAS CONCERNED

ADMINISTRATIVE DIVISION APPROVAL MATRIX POLICY NO. ADM – LINEN SERVICES – 001	
Reviewed by:	Reviewed by:
Carmelita Rodis Head, Linen Section	Anna Katrina Venice L. Rodriguez, RN, MMHoA, C.H.A Administrative Division Head
Approved by:	Approved by:
Jefferson R. Pagsisihan, MD, MHM Hospital Administrator	Ephraim Neal C. Orteza, MD, MHA Hospital Director
Date of Last Review: July 2018	

OBJECTIVES: To provide regular supplies of linen to all areas concerned.

COVERAGE: This policy shall cover this Section along with the Nursing Division.

RESPONSIBILITIES:

- I. It shall be the responsibility of the Head of Section to monitor the effectiveness of this policy to ensure the timeliness of distribution and the adequacy of supply. To submit an annual procurement plan to the Office of the Chief of Hospital, to submit a quarterly report of itemized inventory to support all lines procured and details of sewn materials to the property and supply officer.
- II. It shall be the responsibility of the Nursing Staff to inform and update this section on all admissions and discharges so as to make equivalent adjustments on all recordings made; must ensure that all used linens to be properly returned to this section prior to patient discharge.
- III. It shall be the responsibility of the Property and Supply Section to inform this section once materials for use are made available.

POLICY:

- I. This policy shall ensure the timeliness in the distribution of linen to all areas in need of such at all times whenever possible.
- II. This policy shall also enforce all to abide with the guidelines incorporated into it.

PROCEDURE:

- I. This section shall be informed by the ER staff of any admissions any area in the hospital. The staff shall prepare the beddings and issue gowns to the patient.
- II. The staff of the same shall do daily retrieval of soiled linens to all areas where such are used. It is to be expected that such function as accomplished at the start of each shift between 6-7 am and 2-3 pm respectively.
- III. This section shall issue at the start of each shift to each clinical area a certain number of linens classified according their needs. Areas such as the Operating/delivery Rooms, NICU and ER shall be considered as special since they have different requirements.
- IV. A daily supply of linen for the OB GYN Service Ward shall be delivered by staff at 8am and issued to Ward staff after properly signing in the logbook. The staff of this section shall see to it that ONLY what have been returned will be issued out. As such if a daily delivery to this area will require 10 bed sheets and 10 patient gowns (Green), replenishment will be on how many were returned.
- V. A final round by staff of this section will be at 9PM daily to assure the adequacy of linen on the night shift. Additional sets of linen may be requested based on the vacant beds.
- VI. Special areas shall be issued out freshly laundered linen according to soiled linen returned. These transactions shall be recorded and duly signed out to nursing staff (Institutional Worker) daily procedures in the Ward. Adjustments for schedule shall be only considered once the area informs this Section of unavailability of staff or of ongoing operations and the like.
- VII. Linen requirements for all pay wards shall be readily answered to by this section upon request by relative to a ward staff. All other service patients requesting for change of linen shall be required to have the relative bring down their soiled linen to this section for replacements of fresh ones.
- VIII. Once patient is for discharge, linen MUST be signed and returned by relative to this area prior to any clearance for discharge.
- IX. All issuances and returns shall be properly documented and recorded.
- X. The head of each special area shall at the end of each quarter submit to this section the actual volume of linen (all kinds) used so as projection for the actual consumption can be corrected made and inclusion into the next annual budget may be accurately done by the Property Officer

Appendix:

Actual Linen consumption report

Implementation Date:

Implemented since 1979

Schedule for Policy Review:

Reviewed periodically as necessary

Last Reviewed:

March 2011, July 2018

ADMIN-GENERAL SERVICES SECTION OUTSOURCED SERVICES LINEN SECTION

ADMINISTRATIVE DIVISION APPROVAL MATRIX POLICY NO. ADM – LINEN SERVICES – 002	
Reviewed by:	Reviewed by:
Carmelita Rodis Head, Linen Section	Anna Katrina Venice L. Rodriguez, RN, MMHoA, C.H.A Administrative Division Head
Approved by:	Approved by:
Jefferson R. Pagsisihan, MD, MHM Hospital Administrator	Ephraim Neal C. Orteza, MD, MHA Hospital Director
Date of Last Review: July 2018	

OBJECTIVES: To define what services this Section can effectively deliver as those that needs to be done through accredited outside service contractor.

COVERAGE: This policy shall cover this area alone.

RESPONSIBILITIES:

- I. It shall be the responsibility of the head to monitor the effectiveness of this policy; to ensure the condition of all materials, linen and other, issuance shall be at its best at all times; to enforce the authorized and approved supplier to deliver good and quality supplies and timeliness of all deliveries.
- II. It shall be the responsibility of the staff within to abide with the rules incorporated into this policy at all times.

POLICY:

- I. This policy shall set the guidelines to follow in classifying sorted linen and other material as to whether for in house laundry or not.
- II. This policy shall likewise ensure that all considered Special areas of the hospital be supplied with their daily requirements of linen to the fullest at all times.
- III. This policy shall ensure that all laundered linen shall pass through tests for freshness, stainless and color of fabric maintained.

PROCEDURE:

- I. After daily collection of coiled/used linens from all clinical areas, the staff sorting/classifying as to the following guidelines:"
 - A. In-House Laundry
 - Materials that are to be serviced within the hospital only.
 - Includes small linen and delicate fabrics, if available.
 - Includes all linen requirements of NICU, eye sheets, towels as wrappers for minor and major operations, other towels and patients/ doctors gowns.
 - B. Outside Laundry
 - Includes all large linens such as beddings, plain sheets and draw sheets
 - Includes curtains or other linen whose size are as that of the previous.

Implementation Date:

Implemented since 1979

Schedule for Policy Review:

Reviewed periodically as necessary

Last Reviewed:

March 2011

July 2018

ADMIN-GENERAL SERVICES SECTION CUTTING AND SEWING LINEN SECTION

ADMINISTRATIVE DIVISION APPROVAL MATRIX POLICY NO. ADM – LINEN SERVICES – 003	
Reviewed by:	Reviewed by:
Carmelita Rodis Head, Linen Section	Anna Katrina Venice L. Rodriguez, RN, MMHoA, C.H.A Administrative Division Head
Approved by:	Approved by:
Jefferson R. Pagsisihan, MD, MHM Hospital Administrator	Ephraim Neal C. Orteza, MD, MHA Hospital Director
Date of Last Review: July 2018	

OBJECTIVES: This policy aims to form a system of efficiency with regards to cutting and sewing of material provided for all linen requirements of this hospital.

COVERAGE: This policy shall cover this Section alone.

RESPONSIBILITIES:

IT shall be the responsibility of the Head of Section to monitor the efficiency of this policy; to ensure that specifications are met and materials maximized to the fullest.

POLICY:

- I. This policy shall enforce the quality of all materials used for these requirements.
- II. This policy shall ensure that materials are made available on time and requirements for finished products are made.

PROCEDURE:

- I. The Head of this Section shall continuously make requests for raw materials whenever possible to the Property Officer. He/ She shall inspect and make sure that all specifications (thickness, volume, durability and color fastness) are met on delivery.
- II. Only approved measurements and patterns of finished products shall be followed by the Staff of this section.
- III. Patients gowns shall be in colors white and green; OR/DR drapes and other shall be in green; beddings may be according to a color pattern as per

approved by the Chief of Hospital. Other patterns shall be issued on instruction from the Office of the Chief of Clinics.

Implementation Date:

Implemented since 1979

Schedule for Policy Review:

Reviewed periodically as necessary

Last Reviewed:

March 2011

July 2018

Administrative Division