


 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-LINEN 001
ADMINISTRATIVE DIVISION APPROVAL MATRIX Policy Title: POLICY ON DISTRIBUTION OF LINEN TO ALL AREAS CONCERNED		Issue Date:
		Section / Department LINEN SECTION
		Page No. 1 of 2
Prepared By: Imelda H. Velasquez Head, Linen Section	Reviewed By: Arnaldo S. Cortes, RN Supervising Administrative Officer Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director

OBJECTIVES: To provide regular supplies of linen to all areas concerned and to supply safe, clean, adequate and timely delivery of linen to user unit.

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 linens procured and details of sewing 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 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 material of use is made available.
- IV. Responsibility of a Linen Attendant for assuring an adequate quantity of Linen maintained throughout the hospital by re-stocking and delivering clean Linen to all parts of the hospital.
- V. The Linen Attendant must be neat, clean and in working uniform while on duty, must be able to work well with others and in the presence of people and he/she capable in performing the duties assigned.
- VI. Linen attendant should wear the personal protective equipment (PPE), if necessary.
- VII. Linen attendant must change the bed sheet and gown of patient who are able to move and change position and change position. Those in high-risk condition the NOD will have the responsibility to do the movement with the help of linen staff.
- VIII. The linen attendant should change the curtain regularly to prevent infection.

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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 6am – 8am and 2pm to 4pm respectively.
- III. This section shall issue at the start of each shift to each clinical area, a certain number of linens classified according to 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 GYNE 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 (WHITE), 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.

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VII. All issuances and returns shall be properly documented and recorded.

VIII. The head of each special area shall submit the actual volume of linen (ALL KINDS) each quarter, used 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, March 2022