
 <b>OSPITAL NG PARAÑAQUE</b> 		Document Code: <b>OSPAR-ADM-LINEN 003</b>
<b>ADMINISTRATIVE DIVISION APPROVAL MATRIX</b>		Issue Date:
		Section / Department <b>LINEN SECTION</b>
		Page No. 1 of 1
<b>Policy Title:</b> <b>POLICY ON CUTTING AND SEWING</b>		
<b>Prepared By:</b>  Imelda H. Velasquez Head, Linen Section	<b>Reviewed By:</b>  Arnaldo S. Cortes, RN Supervising Administrative Officer  Darius J. Sebastian, MD, MPH,PHSAE Hospital Administrator	<b>Approved by:</b>  Jefferson R. Pagsisihan, MD, MHM Hospital Director

**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 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 request 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, March 2022