
 OSPITAL NG PARANAQUE 		Document Code: OSPAR-ADS-NDS-012
		Implementation Date: 2019
ANCILLARY DIVISION HOSPITAL POLICIES AND PROCEDURES MANUAL APPROVAL MATRIX		Page No. 1 of 4
Policy Title: NUTRITION AND DIETETICS SERVICE POLICY ON INVENTORY MANAGEMENT		Section / Department: NUTRITION AND DIETETICS SERVICE
Prepared By: Kara Angelica L. Benavente, RND, MPA Chief Dietitian, Nutrition and Dietetics Service Reviewed By: Lindsay San Miguel OIC – Property Section	Reviewed By: Redentor P. Alquiros, MD Chief of Clinics Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator, Ospital ng Parañaque	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director, Ospital ng Parañaque

CLASSIFICATION: COMPREHENSIVE

OBJECTIVES:

This policy ensures effective inventory management.

COVERAGE:

This policy covers this section and Property Section.



POLICY:

1. Physical count of food stocks shall be done weekly, quarterly and annually.
2. Annual physical inventories shall be taken of all items, kitchen utensils and equipment.
3. Food storage shall be properly organized and labelled.
4. Person-in-charge for the day shall monitor the stocks.
5. This section shall have a logbook on borrowed items and equipment.
6. Always follow FIFO and FEFO storage method.
7. No item of equipment should be permitted to leave the premises without a pass signed by the Section Head.
8. Person-in-charge shall receive and check the daily supplies from the supplier.
9. Lost items or equipment shall be reported immediately to the Section Head and attached Incident Report within 24 hours.
10. Damaged, old and obsolete equipment shall be condemned to the Property Section with attached letter of approval.
11. All items to be condemned shall have an attachment with letter and photos.
12. All items for disposal shall have a letter a photo as an attachment.
13. Personal items to lend in the section shall be listed. Property section shall have a copy and photos.
14. Personal items that are damaged or for repair shall have a letter and photos attached before sending home or for service center.

APPENDIX C: Dry Goods Inventory Report

SCHEDULE FOR POLICY REVIEW: This policy shall be reviewed when deemed necessary.

D: Kitchen Utensils and Equipment Inventory Report
E: Incident Report

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APPENDIX C: DRY GOODS INVENTORY REPORT

NUTRITION AND DIETETICS SERVICE
DRY GOODS INVENTORY REPORT
 For the Period: _____



ITEMS/ DESCRIPTION	UNIT	UNIT PRICE	BEGINNING INVENTORY		RECEIVED		TOTAL INVENTORY		ENDING INVENTORY		CONSUMPTION	
			QTY	AMT	QTY	AMT	QTY	AMT	QTY	AMT	QTY	AMT
TOTAL:												

Prepared By: _____

SCHEDULE FOR POLICY REVIEW: This policy shall be reviewed when deemed necessary.



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APPENDIX E: INCIDENT REPORT

NUTRITION AND DIETETICS SERVICE INCIDENT REPORT

NATURE OF PROBLEM	APPROX. DATE OF ONSET	ACTION TAKEN	DATE RECORDED	DATE RESOLVED	REMARKS

SCHEDULE FOR POLICY REVIEW: This policy shall be reviewed when deemed necessary.