
**POLICY ON REQUISITION OF SUPPLIES
STANDARD OPERATING PROCEDURES**

POLICY NO: NSO- 013

DIVISION: NURSING SERVICE DIVISION

SECTION: CENTRAL SUPPLIES AND STERILIZATION UNIT (CSSU)

POLICY REVIEW DATE: July 12, 2016

Reviewed by:		
Nimfa Vibar, RN CSSU- Head Nurse	Juliet S.Condes, RN CSSU- Nurse Supervisor	Angeline L. Brillante, RN, MAN Assistant Chief Nurse
Reviewed by:		Approved by:
Arleen G. Herrera, RN, MAN OIC- Nursing Division	Lea Grace M. Vasquez,MD OIC- Chief of Clinics	Ephraim Neal C. Orteza, MD,MHA Hospital Director

OBJECTIVES: Preservation of medical equipments and supplies needed by the Nursing Department

COVERAGE: This policy shall cover all Sections under this division.

RESPONSIBILITIES:

Head Nurse:

To supervise and monitor the proper implementation of this policy.

Clerk:

- a. Assemble, clean, store and maintain equipments, instruments and supplies.
- b. Responsible for the requisition of medical and office supplies and forms needed by each clinical area and nursing office.
- c. Store and dispense medical and office to all clinical areas.
- d. Responsible for packing and sterilization of medical supplies
- e. Perform regular inventory of equipments and instruments allocated to different clinical areas.
- f. Accomplish monthly consumption report of each area.
- g. Monitor continuous availability of oxygen to all areas.

- h. Responsible for the replenishment of supplies to different areas on the date and time scheduled.

POLICY:

- I. This policy shall enhance efficiency in monitoring and maintaining continuous supplies within this division at all times.
- II. This policy shall ensure that all instruments and equipments stored in this area **MUST** be in top shape at any time when needed by the different sections and/or condemn them, if ever beyond repair.

PROCEDURE:

- I. All forms must be requested at 2-10 shifts.
- II. Requested materials, equipments or instruments **MUST** be verified as to kind, number and in good condition prior to signing out.
- III. At the end of the shift, borrowed articles no longer in use are to be returned in proper order and number. All borrowed instruments and/or equipment must be returned in a clean state before the end of each shift.
- IV. All returned instruments and/or equipments **MUST** be inspected thoroughly by the CCSU staff prior to signing of returned by the borrower.
- V. No trainees/ nursing student shall be allowed to borrow instruments and/or equipments.
- VI. Monitoring of supplies consumption
 - a. Requisition slip must be accomplished and approved by the Head of the Division prior to the issuance of supplies for accounting and recording purposes.
 - b. All clinical areas must submit their monthly, quarterly and annual report of supplies consumption to their section for proper accounting. This section shall in turn submit a corresponding overall report to the Chief Nurse.
- VII. Inventory of equipments and instruments in every clinical area.
 - a. Regularly done every end of the month by this section.
 - b. All serviceable equipments and instruments must be reported to the Property and Supply office.
 - c. Loss or breakage of any instruments or equipment not reported shall be accountable to area or staff for replacement. If report of loss or breakage is found to be unjustified, replacement shall still be made.

DATE OF IMPLEMENTATION:

This policy has been implemented since 1978, however, minor revision has been made 1994, 1998, 2001, 2003, 2006, 2011 and reviewed 2016.

SCHEDULE FOR POLICY REVIEW:

This policy shall be revised every three (3) years or as deemed necessary

POLICY ON REPLACEMENT OF SUPPLIES AND MEDICINES

POLICY NO: NSO-013

DIVISION: NURSING SERVICE DIVISION

SECTION: CENTRAL SUPPLIES AND STERILIZATION UNIT (CSSU)
PHARMACY

POLICY REVIEW DATE: July 12, 2016

Reviewed by:		
Nimfa Vibar, RN CSSU- Head Nurse	Juliet S. Condes, RN CSSU-Nurse Supervisor	Angeline L. Brillante, RN, MAN Assistant Chief Nurse
Reviewed by:		Approved by:
Arleen G. Herrera, RN, MAN OIC- Nursing Division	Lea Grace M. Vasquez, MD OIC- Chief of Clinics	Ephraim Neal C. Orteza, MD, MHA Hospital Director

OBJECTIVES: To develop an efficient method of replenishment of hospital supplies and Medicines in all clinical areas anytime when needed.

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 levels of medicines and supplies are at level far from description.
- II. It shall be the responsibility of the **Staff** of this section to abide with the rules incorporated into this policy at all times.

POLICY:

- I. This policy shall enforce that all abide with the guidelines incorporated into it.
- II. This policy shall ensure that all emergent cases treated in the area shall be given the necessary quality service required regardless of creed or status.

PROCEDURE:

- I. Incoming staff for each shift at start of duty shall check and verify on the level of medicines, oxygen and hospital supplies endorsed by the outgoing. If tally is not met, the outgoing staff shall have to replace unaccounted items.
- II. Each medicine and/or supply used shall be charged accordingly to user, charge ticket must be in duplicate copies, 1 copy will be forwarded to CSSU/Pharmacy, and one

- copy will be left in the area for replenishment purposes. It shall be the responsibility of the Charge Nurse to ensure that all items are charged and replenished.
- III. Oxygen consumption tag on each tank shall be attached to record the name of the user and the amount used per patient. This shall be the responsibility of the Clerk or the Nursing Attendant. Charging will be done every after shift.
 - IV. Area transporter shall check at the start of his shift the oxygen levels of each tank and to replenish such tanks if necessary. He shall likewise, be responsible to check the levels of sterile water in each humidifier. Cleaning and soaking shall also be done by the same.
 - V. Each admission shall be charged with new oxygen cannula at ER when patient requires oxygen inhalation. Any condition requiring oxygen inhalation during their stay at the ward will be charged the same manner. Soaked appliances must be limited only to situation where supplies are low or unavailable.
 - VI. All consumption, issuance and return of medicines and supplies shall be properly documented into a separate logbook.
 - VII. Schedule of replenishment must be observed at all times.

Area	Pharmacy	CCSU
ER	Everyday	Every Shift
Triage	Everyday	Everyday
ICU	Everyday	Everyday
OB Ward	Everyday	Everyday
MS Ward	Everyday	Wednesday/Friday
Pedia Ward	Everyday	Monday/ Thursday
OR/DR	Everyday	Tuesday/ Saturday
NICU	Everyday	Monday/ Friday

APPENDIX:

None

DATE OF IMPLEMENTATION:

This policy has been implemented since 1978, however, minor revision has been made 1994, 1998, 2001, 2003, 2006, 2011 and reviewed 2016.

SCHEDULE FOR POLICY REVIEW:

This policy shall be revised every three (3) years or as deemed necessary.