



RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Pharmacy Division		POLICY NUMBER: DPOTMH-MPP-CSS-P001-(01)	
TITLE/DESCRIPTION: <p style="text-align: center;">SCOPE OF SERVICE</p>			
EFFECTIVE DATE: December 29, 2023	REVISION DUE: December 28, 2026	REPLACES NUMBER: CSR-QP-01	NO. OF PAGES: 1 of 50
APPLIES TO: CSS Staff and Departments concerned		POLICY TYPE: Multi Disciplinary	

PURPOSE:

The Central Supply Room procures, stores, issues and prepares the medical and surgical equipment and supplies used by all departments and services in the hospital for the provision of care and treatment of patients.

DEFINITIONS:

Cleaning- an act of removing visible dirt and debris (including microscopic particles of tissue, body waste, body fluids, dirt and dust).

RESPONSIBILITY:

CSS staff and Departments concerned

POLICY:

- 1 . The Central Supply Services shall have adequate direction, staffing and facilities to perform all its necessary functions.
- 2 . The design of the Central Supply area shall provide for the separation of soiled and/or contaminated supplies from the clean and/or sterile supplies. The area shall have work-flow pattern.
- 3 . CSS equipment shall be of adequate design size, and type to provide effective decontamination, disinfection, cleaning, packaging, storing and distribution of medical instruments and supplies to provide a good quality of care for patients.
- 4 . The Central Supply staff shall participate in programs of continuing education.
- 5 . All supplies requested and borrowed shall be properly documented.
- 6 . Provisions shall be made for emergency recall of supplies when special warnings are suddenly issued by the manufacturer. Physicians are notified if patient exposure is known.
- 7 . The Central Supply Services has the following function, to wit:
 - 7.1 . Sorting of contaminated instruments and equipment for appropriate cleaning.
 - 7.2 . Cleaning of instrument and equipment by hand washer/decontamination.
 - 7.3 . Inspecting, assembling, wrapping, and labeling of procedure packs, trays, and instrument sets.
 - 7.4 . Sterilization of procedure packs, trays, and/or instrument sets.
 - 7.5 . Storage of sterilized supplies.
 - 7.6 . Inventory and charge control of supplies and equipment delivered.
 - 7.7 . Delivery of unsterile packs to SRU for autoclave.

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PROCEDURE (SOP):

CHARGING GUIDELINES

- All machines and other equipment borrowed from CSS shall be directly charged to the patient whether used or standby such as droplight, suction apparatus, etc.
- All unused machines and other equipment shall be returned to the CSS immediately.
- Upon request, all items are charged immediately to the inpatient.
- All disposable items that have been withdrawn for inpatients but did not reach the patient's room or bedside shall be returned to the CSR within 24 hours.
- All disposable items charged to the patient should not be returned to CSR like:
 - disposable bedpan
 - disposable urinal
 - disposable gloves
 - suction tip
 - cotton balls
 - cotton applicator
 - cotton pleget
 - gauze sponges
 - all sizes of diaper and maternity pads
 - disposable dry sheet
- All cash basis transactions: NO RETURN, NO EXCHANGE applies for all items mentioned above.
- All non-disposable items shall be returned within 24 hours.

Charging of supplies

1. The attendant, clerk and staff nurse request the supplies and instruments needed through BIZBOX.
2. The CSS clerk will check the supplies item code and description before rendering The request will be provided if it is accurately logged. However, it will be replaced with the correct item code and description if the inappropriately entered into BIZBOX.





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For Machine:

1. The attendant, clerk, and Staff nurse will call the CSS staff on duty to inquire about the availability of machines before charging through BIZBOX.

Charges for the following day:

1. The CSS clerk will call the attendant or staff nurse assigned to the patient utilizing the machine, and the CSS clerk will direct the charge to the patient's account. If the machine is not being used, CSS staff will ask the staff to return the machine to CSS to stop the charges.

RETURNING GUIDELINES

- Any damaged item or supply will not be accepted for return of any of the same or more than the amount of the returned items.
 - Returning of items with the same or more than the monetary value should only be made once.
1. CSS Staff examines thoroughly the condition of the item for breakage or for any unusual appearance that would signify damaged item.
 2. CSS Staff record the returned item in a logbook.
 3. The CSS staff together with the client should check the items one-by-one to ensure completeness of items purchased.





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DECONTAMINATION

Instruments

1. Staff Nurse or Nursing Attendants wash the instruments before returning to CSS.
2. The CSS Staff receives the instruments, logs it as "Returned" and prepares for decontamination.
3. The CSS Staff sprays the returned instruments with the recommended disinfectant solutions (e.g. Lysol Solution) and soaks for 30 minutes
4. The CSS Staff washes the instrument with soap or liquid detergent. Rinse in running water after the soaking.
5. The CSS Staff keeps the instruments hanged dry after washing.
6. The CSS Staff prepares or package the dry instruments for sterilization in the Sterilization Processing Unit.
7. The CSS Staff keeps the supplies in the shelves or cabinets ready for patient use.

Medical Equipment

1. Staff Nurse or Nursing Attendants clean the medical equipment before returning to CSS.
2. The CSS Staff receives the medical equipment, logs it as "Returned" and prepares for decontamination.
3. The CSS Staff sprays the returned medical equipment with the recommended disinfectant solutions (e.g. Lysol Solution).
4. CSS Staff keeps the machine ready for patient use.





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CLEANING AND DECONTAMINATION OF ALUMINUM CARTS

- Aluminum carts shall be kept clean before and after each use.
1. Staff Nurses or Nursing Aides return the borrowed and used aluminum carts to the CSS.
 2. CSS Staff logs the item RETURNED and prepares the aluminum cart for cleaning.
 3. CSS Staff sprays the recommend disinfectant on the aluminum cart and have it stay for 30 minutes and wipes with clean cloth.

ASSEMBLING OF STERILE SETS

- All sterilized items shall remain sterile and safe to use unless the packaging becomes wet or torn, seal is broken or damaged in some ways or is suspected of being compromised.
 - Rotation of supplies shall be followed to make sure that "old" supplies are used first before the newly acquired or "new" ones.
 - Item wrapped in paper shall be used within one month while the items which underwent gas sterilization shall be used within six months. Otherwise, it shall be sterilized again.
 - All CSS items sterilized by the DPOTMH SRU shall not bear expiration date in the packing. Labeling shall be done at the CSS prior sterilization.
1. CSS Staff assembles items for sterilization and marks all sets according to its purpose or use.
 2. CSS Staff selects paper or cloth wrapper for use. The selection of the wrapper is of utmost importance.
 3. CSS Staff properly wraps all off the items packaged in the DPOTMH Central Supply in such a manner that it provides an effective barrier from microorganisms.
 4. CSS Staff labels all packages visibly on the outside of the packaging.
 5. CSS staff secures all sets with autoclave tape and labels them with dates afterwards.
 6. CSS Staff then brings the properly packaged item in the SRU for sterilization through autoclave or gas sterilization.
 7. CSS Staff seals all sterile sets in a plastic bag which increases the shelf life of the items and prevents contamination while in storage.
 8. CSS Staff places the items in the shelves ready for next use.

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CLEANING AND DECONTAMINATION

Stainless Steel Instruments

- Stainless steel instruments shall be kept clean before returning to the CSS.
1. Staff Nurse or Nursing Aides return the used stainless steel instruments to the CSS after procedure.
 2. CSS Staff logs the instruments RETURNED and prepares the stainless steel instruments for cleaning.
 3. CSS Staff soaks and/or sprays the recommend disinfectant in the stainless steel instrument and have it stay for 30 minutes.
 4. Then the CSS Staff prepares kidney basin for use.
 - a) Brush and rinse with running water.
 5. CSS Staff removes the debris or dirt from the stainless steel instruments using the brush under running water.
 6. CSS Staff rinses the stainless steel instruments with warm water the hanged dry.
 7. Then the CSS staff wraps the instruments in cloth or paper and labels on the outside.
 8. CSS Staff secures the pack with an autoclave tape outside of the packaging and label with date and name of the instruments.
 9. CSS Staff brings the package with label and autoclave tape to the SRU for sterilization.
 10. CSS Staff gets the sterile instruments and brings them back to the CSS.
 11. CSS Staff seals all dry and sterile instruments in a plastic bag which will prevent contamination while in storage.
 12. CSS Staff then stores the sterile stainless instruments in the shelves ready for the next use.

Rubber Items

- Rubber items shall be kept clean after use or before returning to the CSS.
1. CSS Staff Nurses or Nursing Aide returns rubber items to the CSS after use.
 2. CSS Staff logs the items RETURNED and prepares the rubber items for cleaning.
 3. CSS Staff sprays the recommended disinfectant solution on the rubber items and have it stay for 30 minutes.
 4. CSS Staff prepares two containers for the following:
 - a) The first basin is filled up with two liters of warm water and one teaspoon of liquidized soap.
 - b) The second basin is filled up with one liter of clean warm water.
 - c) Clean cloth
 - d) Clean brush





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5. CSS Staff removes the debris or dirt (eg. Large pieces of foreign materials) from the rubber's surface.
6. CSS Staff uses clean cloth or brush to scrub the rubber item in the first basin to remove all foreign materials.
7. When the CSS Staff is done, the rubber items is then rinsed the running water.
8. CSS Staff sprays the rubber item with the recommended disinfectant before it is hanged dry.
9. CSS Staff stores the dry rubber items and cover with plastic bag in the cabinet and ready for the next use.





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CLEANING OF AIR-MATTRESS

- The air-mattress shall be kept clean before and after use.
1. The Staff Nurse or Nursing Aides return deflated air-mattress inside a plastic bag to the CSS.
 2. CSS Staff logs the air-mattress RETURNED in the separate logbook for air-mattress and prepares it for cleaning.
 3. CSS Staff fills up the job request with approval Section Head and received by the outsourced staff.

CLEANING OF GLASSWARE/GLASS BOTTLE/VIALS

- Glassware shall be kept clean before and after use.
1. Staff Nurse or Nursing Aide returns glassware to the CSS after use.
 2. CSS Staff prepares the glassware for cleaning.
 3. CSS Staff soaks and/or sprays the glassware with a recommended disinfectant (eg. Sanosil Solution)
 4. CSS Staff wash with soap and rinse with running water then hanged dry.

PRODUCTION OF ADMISSION PACK

1. CSS Head informs the Logistic of the requested items.
2. CSS Staff prepares the materials for packaging.
3. CSS Staff puts the finished admission packs in shelves and keeps it ready for dispensing.
4. CSS Head prepares the total amount of materials used for production.
5. CSS Head gets the sum total of the finished product.
6. CSS Head gets the sum total manpower on hours for the production of admission pack (RMC).
7. CSS Head submit the list of total items production.
8. Inventory Staff/Bookkeeper performs the material production in BIZBOX.





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PRODUCTION OF STERILE TOUNGE DEPRESSOR

- The Central Supply Room shall endeavor to have sufficient quantity of sterile tounge depressors at all times.
1. CSS Head informs the Logistic of the requested items.
 2. CSS Staff prepares the materials for packaging.
 3. CSS Staff brings the packages tongue depressor to OR to autoclave.
 4. CSS Staff gets the sterile tongue depressors from OR and brings it to the CSS.
 5. CSS Staff puts the sterile tongue depressors in plastics and keeps it in shelves ready for dispensing.
 6. CSS Head prepares the total amount of materials used production.
 7. CSS Head gets the sum total of the finished product.
 8. CSS Head gets the sum total manpower in hours for the production of tongue depressors.
 9. CSS Head submit the list of total production to Inventory/Bookkeeper.
 10. Inventory Staff/Bookkeeper performs the material production in BIZBOX.

PRODUCTION OF STERILE EYE SHIELD

- The Central Supply Room shall endeavor to have sufficient quantity of sterile eye shield at all times.
1. The CSS Head informs the Logistic of the requested items.
 2. CSS Staff prepares the materials needed to make the eye shield.
 3. CSS Staff cut out 1 1/2 x 3 1/2 inches of paper and carbon paper.
 4. CSS Staff wraps the paper and carbon with surgical gauze and secures it with masking tape.
 5. CSS Staff covers the eye shield with Kraft paper and fastens it with autoclave tape outside.
 6. CSS Head prepares the total amount of materials used for production.
 7. CSS Head gets the sum total of the finished product.
 8. CSS Head gets the sum total of manpower in hours for the production of sterile eye shield.
 9. CSS Head submit the list of total production to Inventory/Bookkeeper.
 10. Inventory Staff/Bookkeeper performs the material production in BIZBOX.





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PRODUCTION OF SOAP SUD SOLUTION

- The Central Supply Room shall endeavor to have sufficient amounts of soap sud solution at all times.
1. CSS Head informs the Logistic of the requested items.
 2. CSS Head receives the requested white Perla bar from the Logistic.
 3. CSS Staff cuts 1 bar of White Perla soap into 9 cubes.
 4. CSS Staff soaks 1 cube into 500 cc of warm water.
 5. Once it is liquefied, 30 cc of Soap Sud Solution is served by the CSS Staff to requesting stations of SS enema materials.

PRODUCTION OF TOWEL WITH HOLE FOR RESALE

- The Central Supply Room shall endeavor to have sufficient amount of towels with hole at all times.
1. CSS Head informs the Logistic of the requested items.
 2. CSS Head accomplishes a Job Request approved by the immediate head.
 3. CSS Head calls the Logistic if the requested materials are prepared.
 4. Once the cloth coco crudo is ready, the CSS Head informs the outsourced seamstress of the request for sewing of towel with hole (18 inches by 18 inches).
 5. CSS head prepares Guard Slip coming from the Logistic signed by the Department Head and gives it to the seamstress.
 6. The seamstress will get the cloth directly from the Logistic and present the guard slip before leaving the hospital premises.
 7. The Outsourced seamstress informs the Logistic before bringing the finished towel with hole.
 8. Logistic prepares the Stock Transfer Slip and charges the Labor for towel with hole-resale (RMC).
 9. Materials Management Outsourced Messenger brings the towel with hole to the CSR and have the Stock Transfer received by the CSS Head.
 10. CSS Head logs the received towel with hole in the Item Production Logbook.
 11. CSS Head prepares the total amount of materials used production.
 12. CSS Head gets the sum total of the finished product.
 13. CSS Head gets the sum total manpower in hours for the production of towel with hole-resale (RMC).
 14. CSS Head submit the list of total production to Inventory/Bookkeeper.
 15. Inventory Staff/Bookkeeper performs the material production in BIZBOX.





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PRODUCTION OF VASELINIZED GAUZE

- The Central Supply Room shall endeavor to have sufficient quantity of vaselinized gauze at all times.
1. CSS Head informs the Logistic of the requested items.
 2. CSS Head receives the requested materials from the Logistic.
 3. CSS Staff prepares the materials.
 4. CSS Staff uses a tongue depressor to get white Vaseline enough to cover the gauze inside the metal boat.
 5. CSS Staff covers the metal boat and puts an autoclave tape and label outside.
 6. CSS Head prepares the total amount of materials used for production.
 7. CSS Head gets the sum total of the finished product.
 8. CSS Head get the sum total manpower in hours for the production of vaselinized gauze.
 9. CSS Head submit the list of total production to Inventory/Bookkeeper.
 10. Inventory Staff/Bookkeeper performs the material production in BIZBOX.

PRODUCTION OF MORGUE SHEET

- The Central Supply Room shall endeavor to have sufficient quantity or morgue sheet at all times.
1. CSS Head informs the Logistic of the requested items.
 2. CSS Head receives the requested materials from the Materials and Management Department.
 3. CSS Staff prepares the cloth coco crudo and cuts it into 3 yards.
 4. CSS Staff folds the cloth then wraps it individually in plastic bags and keeps it in shelves ready for dispensing.
 5. CSS Head prepares the total amount of materials used for production.
 6. CSS Head gets the sum total of the finished product.
 7. CSS Head gets the sum total manpower in hours for the production of morgue sheet.
 8. CSS Head submit the list of total production to Inventory/Bookkeeper.
 9. Inventory Staff/Bookkeeper performs the material production in BIZBOX.





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PRODUCTION OF COTTON BALLS sterile (RMC)

- The Central Room shall endeavor to have sufficient quantity of Sterile Cotton Balls (RMC)
1. CSS Head informs the Logistic of the requested items.
 2. CSS staff prepares the material for packaging.
 3. CSS staff brings the packages cotton balls to SRU to autoclave.
 4. CSS staff gets the sterile cotton balls from SRU and brings it to the CSS.
 5. CSS staff puts the sterile cotton balls in plastic and keeps it in shelves ready for dispensing.
 6. CSS Head prepares the total amount of materials used.
 7. CSS gets the sum total of the finished product.
 8. CSS Head gets the sum total manpower in hours for production of cotton balls sterile (RMC)
 9. CSS Head submit the list of total production to Inventory/Bookkeeper.
 10. Inventory Staff/Bookkeeper performs the material production in BIZBOX.

PRODUCTION OF COTTON Applicator sterile (RMC)

- The Central Room shall endeavor to have sufficient quantity of Sterile Cotton Applicator (RMC)
1. CSS Head informs the Logistic of the requested items.
 2. CSS staff prepares the material for packaging.
 3. CSS staff brings the packages cotton applicator to SRU for autoclave.
 4. CSS staff gets the sterile cotton applicator from SRU and brings it to the CSS.
 5. CSS staff puts the sterile cotton applicator in plastic and keeps it in shelves ready for dispensing.
 6. CSS Head prepares the total amount of materials used.
 7. CSS gets the sum total of the finished product.
 8. CSS Head gets the sum total manpower in hours for production of cotton applicator (RMC).
 9. CSS Head submit the list of total production to Inventory/Bookkeeper.
 10. Inventory Staff/Bookkeeper performs the material production in BIZBOX.





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WORK INSTRUCTION:
CHARGING GUIDELINES

KEY TASK	PERSON RESPONSIBLE
1. Request the supplies and instruments needed through BIZBOX.	Attendant, Clerk and Staff nurse CSS clerk
2. Check the supplies item code and description before rendering The request will be provided if it is accurately logged	
3. Replaced with the correct item code and description if the inappropriately entered into BIZBOX.	

For Machine

KEY TASK	PERSON RESPONSIBLE
1. Call the CSS staff on duty to inquire about the availability of machines before charging through BIZBOX.	Attendant, Clerk and Staff nurse

Charges for the following day

KEY TASK	PERSON RESPONSIBLE
1. Call the attendant or staff nurse assigned to the patient utilizing the machine and direct the charge to the patient's account.	CSS Staff
2. Will ask the staff to return the machine to CSS to stop the charges.	





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RETURNING GUIDELINES

KEY TASK	PERSON RESPONSIBLE
1. Examines thoroughly the condition of the item for breakage or for any unusual appearance that would signify damaged item.	CSS Staff
2. Record the returned item in a logbook.	
3. Check the items one-by-one to ensure completeness of items purchased.	

DECONTAMINATION OF INSTRUMENTS

KEY TASK	PERSON RESPONSIBLE
1. Wash the instruments before returning to CSS.	Staff Nurse or Nursing Attendants
2. Receives the instruments, logs it as "Returned" and prepares for decontamination.	CSS Staff
3. Sprays the returned instruments with the recommended disinfectant solutions (e.g. Lysol Solution) and soaks for 30 minutes	
4. Washes the instrument with soap or liquid detergent. Rinse in running water after the soaking.	
5. Keeps the instruments hanged dry after washing.	
6. Prepares or package the dry instruments for sterilization in the Sterilization Processing Unit.	
7. Keeps the supplies in the shelves or cabinets ready for patient use.	





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DECONTAMINATION OF MACHINE

KEY TASK	PERSON RESPONSIBLE
1. Clean the Medical Equipment before returning to CSS.	CSS Staff
2. Receives the instruments, logs it as "Returned" and prepares for decontamination.	
3. Sprays the returned instruments with the recommended disinfectant solutions (e.g. Lysol Solution) and soaks for 30 minutes.	
4. Keeps the machine ready for patient use.	

CLEANING AND DECONTAMINATION OF ALUMINUM CARTS

KEY TASK	PERSON RESPONSIBLE
1. Return the borrowed and used aluminum carts to the CSS.	CSS Staff
2. Logs the item RETURNED and prepares the aluminum cart for cleaning.	
3. Sprays the recommend disinfectant on the aluminum cart and have it stay for 30 minutes and wipes with clean cloth.	

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ASSEMBLING OF STERILE SETS

KEY TASK	PERSON RESPONSIBLE
1. Assembles items for sterilization and marks all sets according to its purpose or use.	CSS Staff
2. Selects paper or cloth wrapper for use. The selection of the wrapper is of utmost importance.	
3. Properly wraps all off the items packaged in the DPOTMH Central Supply in such a manner that it provides an effective barrier from microorganisms.	
4. Labels all packages visibly on the outside of the packaging.	
5. Secures all sets with autoclave tape and labels them with dates afterwards.	
6. Brings the properly packaged item in the SRU for sterilization through autoclave or gas sterilization.	
7. Seals all sterile sets in a plastic bag which increases the shelf life of the items and prevents contamination while in storage.	
8. Places the items in the shelves ready for next use.	

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RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Pharmacy Division		POLICY NUMBER: DPOTMH-MPP-CSS-P001-(01)	
TITLE/DESCRIPTION: SCOPE OF SERVICE			
EFFECTIVE DATE: December 29, 2023	REVISION DUE: December 28, 2026	REPLACES NUMBER: CSR-QP-01	NO. OF PAGES: 17 of 50
APPLIES TO: CSS Staff and Departments concerned		POLICY TYPE: Multi Disciplinary	

CLEANING AND DECONTAMINATION OF STAINLESS STEEL INSTRUMENTS

KEY TASK	PERSON RESPONSIBLE
1. Return the used stainless steel instruments to the CSS after procedure.	Staff Nurse or Nursing Aides
2. Logs the instruments RETURNED and prepares the stainless steel instruments for cleaning.	
3. Soaks and/or sprays the recommend disinfectant in the stainless steel instrument and have it stay for 30 minutes.	
4. Prepares kidney basin for use.	
5. Removes the debris or dirt from the stainless steel instruments using the brush under running water.	
6. Rinses the stainless steel instruments with warm water the hanged dry.	CSS Staff
7. Wraps the instruments in cloth or paper and labels on the outside.	
8. Secures the pack with an autoclave tape outside of the packaging and label with date and name of the instruments.	
9. Brings the package with label and autoclave tape to the SRU for sterilization.	
10. Gets the sterile instruments and brings them back to the CSS.	
11. Seals all dry and sterile instruments in a plastic bag which will prevent contamination while in storage.	
12. Stores the sterile stainless instruments in the shelves ready for the next use.	

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CLEANING AND DECONTAMINATION OF RUBBER ITEMS

KEY TASK	PERSON RESPONSIBLE
1. Returns rubber items to the CSS after use.	CSS Staff Nurses or Nursing Aide
2. Logs the items RETURNED and prepares the rubber items for cleaning.	CSS Staff
3. Sprays the recommended disinfectant solution on the rubber items and have it stay for 30 minutes.	
4. Prepares two containers	
5. Removes the debris or dirt (eg. Large pieces of foreign materials) from the rubber's surface.	
6. Uses clean cloth or brush to scrub the rubber item in the first basin to remove all foreign materials.	
7. When done, the rubber items is then rinsed the running water.	
8. Sprays the rubber item with the recommended disinfectant before it is hanged dry.	
9. Stores the dry rubber items and cover with plastic bag in the cabinet and ready for the next use.	





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CLEANING OF AIR-MATTRESS

KEY TASK	PERSON RESPONSIBLE
1. Return deflated air-mattress inside a plastic bag to the CSS.	Staff Nurse or Nursing Aides
2. Logs the air-mattress RETURNED in the separate logbook for air-mattress and prepares it for cleaning.	CSS Staff
3. Fills up the job request with approval Section Head and received by the outsourced staff.	

CLEANING OF GLASSWARE/GLASS BOTTLE/VIALS

KEY TASK	PERSON RESPONSIBLE
1. Returns glassware to the CSS after use.	Staff Nurse or Nursing Aides
2. Prepares the glassware for cleaning	CSS Staff
3. Soaks and/or sprays the glassware with a recommended disinfectant (eg. Sanosil Solution)	
4. Wash with soap and rinse with running water then hanged dry.	



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PRODUCTION OF ADMISSION PACK

KEY TASK	PERSON RESPONSIBLE
1. Informs the Logistic of the requested items.	CSS Head
2. prepares the materials for packaging.	CSS Staff
3. puts the finished admission packs in shelves and keeps it ready for dispensing.	CSS Staff
4. prepares the total amount of materials used for production.	CSS Head
5. gets the sum total of the finished product.	
6. gets the sum total manpower on hours for the production of admission pack (RMC).	
7. submit the list of total items production.	
8. performs the material production in BIZBOX.	Inventory Staff/Bookkeeper





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PRODUCTION OF STERILE TONGUE DEPRESSOR

KEY TASK	PERSON RESPONSIBLE
1. Informs the Logistic of the requested items.	CSS Head
2. Prepares the materials for packaging.	CSS Staff
3. Brings the packages tongue depressor to OR to autoclave.	
4. Gets the sterile tongue depressors from OR and brings it to the CSS.	
5. Puts the sterile tongue depressors in plastics and keeps it in shelves ready for dispensing.	CSS Head
6. Prepares the total amount of materials used production.	
7. Gets the sum total of the finished product.	
8. Gets the sum total manpower in hours for the production of tongue depressors.	
9. Submit the list of total production to Inventory/Bookkeeper.	Inventory Staff/Bookkeeper
10. Performs the material production in BIZBOX.	





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PRODUCTION OF STERILE EYE SHIELD

KEY TASK	PERSON RESPONSIBLE
1. Informs the Logistic of the requested items.	CSS Head
2. Prepares the materials needed to make the eye shield.	CSS Staff
3. Cut out 1 1/2 x 3 1/2 inches of paper and carbon paper.	
4. Wraps the paper and carbon with surgical gauze and secures it with masking tape.	
5. Covers the eye shield with Kraft paper and fastens it with autoclave tape outside.	
6. Prepares the total amount of materials used for production.	CSS Head
7. Gets the sum total of the finished product.	CSS Head
8. Gets the sum total of manpower in hours for the production of sterile eye shield.	
9. Submit the list of total production to Inventory/Bookkeeper.	
10. Performs the material production in BIZBOX.	Inventory Staff/Bookkeeper





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PRODUCTION OF SOAP SUD SOLUTION

KEY TASK	PERSON RESPONSIBLE
1. Informs the Logistic of the requested items.	CSS Head
2. Receives the requested white Perla bar from the Logistic.	
3. Cuts 1 bar of White Perla soap into 9 cubes.	CSS Staff
4. Soaks 1 cube into 500 cc of warm water.	
5. Once it is liquefied, 30 cc of Soap Sud Solution is served to requesting stations of SS enema materials.	

PRODUCTION OF TOWEL WITH HOLE FOR RESALE

KEY TASK	PERSON RESPONSIBLE
1. Informs the Logistic of the requested items.	CSS Head
2. Accomplishes a Job Request approved by the immediate head.	
3. Calls the Logistic if the requested materials are prepared.	CSS Staff
4. Informs the outsourced seamstress of the request for sewing of towel with hole (18 inches by 18 inches).	
5. Prepares Guard Slip coming from the Logistic signed by the Department Head and gives it to the seamstress.	
6. Will get the cloth directly from the Logistic and present the guard slip before leaving the hospital premises.	Outsourced seamstress



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7. Informs the Logistic before bringing the finished towel with hole.	Outsourced seamstress
8. Prepares the Stock Transfer Slip and charges the Labor for towel with hole-resale (RMC).	Logistic
9. Brings the towel with hole to the CSR and have the Stock Transfer received by the CSS Head.	Materials Management Outsourced Messenger
10. Logs the received towel with hole in the Item Production Logbook.	CSS Head
11. Prepares the total amount of materials used production.	
12. Gets the sum total of the finished product.	
13. Gets the sum total manpower in hours for the production of towel with hole-resale (RMC).	
14. Submit the list of total production to Inventory/Bookkeeper.	Inventory Staff/Bookkeeper
15. Performs the material production in BIZBOX.	





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PRODUCTION OF VASELINIZED GAUZE	
KEY TASK	PERSON RESPONSIBLE
1. Informs the Logistic of the requested items.	CSS Head
2. Receives the requested materials from the Logistic.	
3. Prepares the materials.	CSS Staff
4. Uses a tongue depressor to get white Vaseline enough to cover the gauze inside the metal boat.	
5. Covers the metal boat and puts an autoclave tape and label outside.	
6. Prepares the total amount of materials used for production.	CSS Head
7. Gets the sum total of the finished product.	
8. Get the sum total manpower in hours for the production of vaselinized gauze.	
9. Submit the list of total production to Inventory/Bookkeeper.	
10. Performs the material production in BIZBOX.	Inventory Staff/Bookkeeper

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PRODUCTION OF MORGUE SHEET	
KEY TASK	PERSON RESPONSIBLE
1. Informs the Logistic of the requested items.	CSS Head
2. Receives the requested materials from the Materials and Management Department.	
3. Prepares the cloth coco crudo and cuts it into 3 yards.	CSS Staff
4. Folds the cloth then wraps it individually in plastic bags and keeps it in shelves ready for dispensin	
5. Prepares the total amount of materials used for production	CSS Head
6. Gets the sum total of the finished product.	
7. Gets the sum total manpower in hours for the production of morgue sheet.	
8. Submit the list of total production to Inventory/Bookkeeper.	
9. Performs the material production in BIZBOX.	Inventory Staff/Bookkeeper





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PRODUCTION OF COTTON BALLS	
KEY TASK	PERSON RESPONSIBLE
1. Informs the Logistic of the requested items.	CSS Head
2. Prepares the material for packaging.	CSS staff
3. Brings the packages cotton balls to SRU to autoclave.	
4. Hets the sterile cotton balls from SRU and brings it to the CSS.	
5. Puts the sterile cotton balls in plastic and keeps it in shelves ready for dispensing.	CSS Head
6. Prepares the total amount of materials used.	
7. Gets the sum total of the finished product.	
8. Gets the sum total manpower in hours for production of cotton balls sterile (RMC)	
9. Submit the list of total production to Inventory/Bookkeeper.	Inventory Staff/Bookkeeper
10. Performs the material production in BIZBOX.	





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PRODUCTION OF STERILE COTTON APPLICATOR (RMC)

KEY TASK	PERSON RESPONSIBLE
1. Informs the Logistic of the requested items.	CSS Head
2. Prepares the material for packaging.	CSS staff
3. Brings the packages cotton applicator to SRU to autoclave.	
4. Gets the sterile cotton applicator from SRU and brings it to the CSS.	
5. Puts the sterile cotton applicator in plastic and keeps it in shelves ready for dispensing.	CSS Head
6. Prepares the total amount of materials used.	
7. Gets the sum total of the finished product.	
8. Gets the sum total manpower in hours for production of cotton applicator sterile (RMC)	
9. Submit the list of total production to Inventory/Bookkeeper.	Inventory Staff/Bookkeeper
10. Performs the material production in BIZBOX.	





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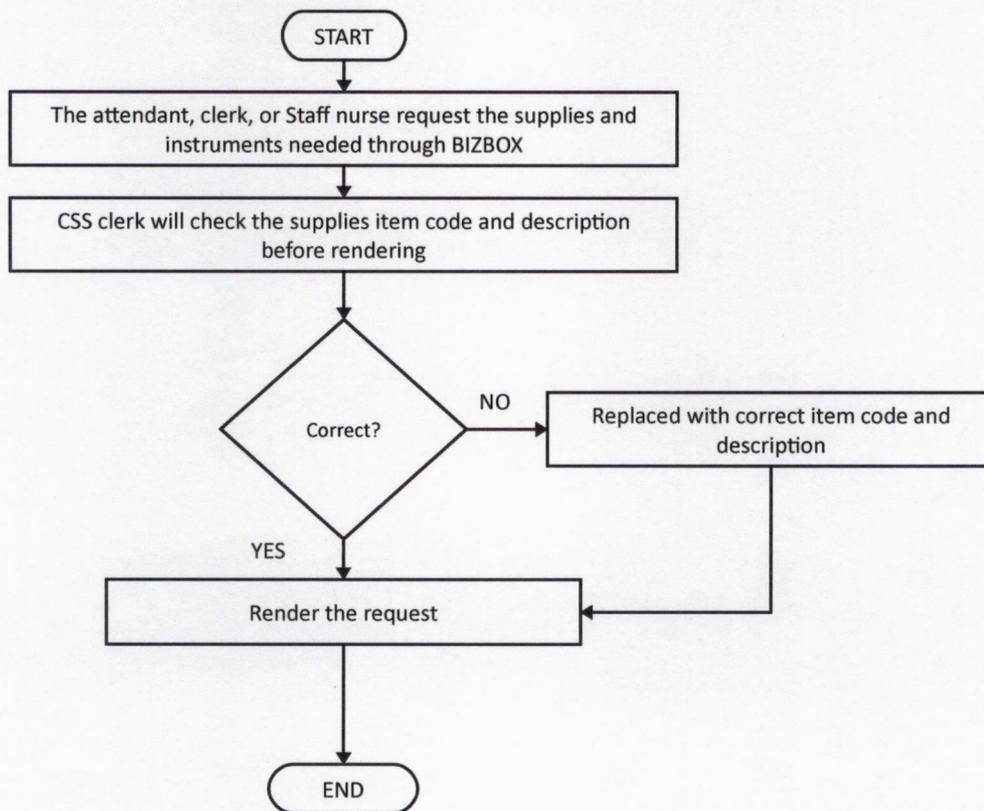


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WORK FLOW:

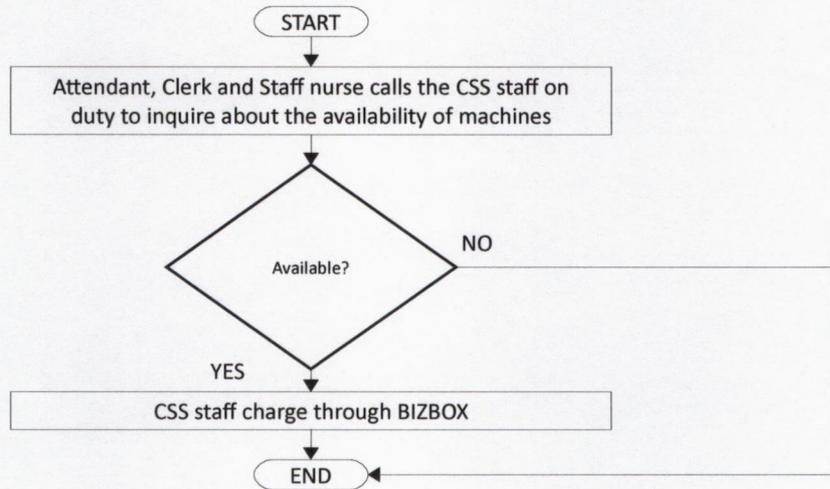
CHARGING POLICY



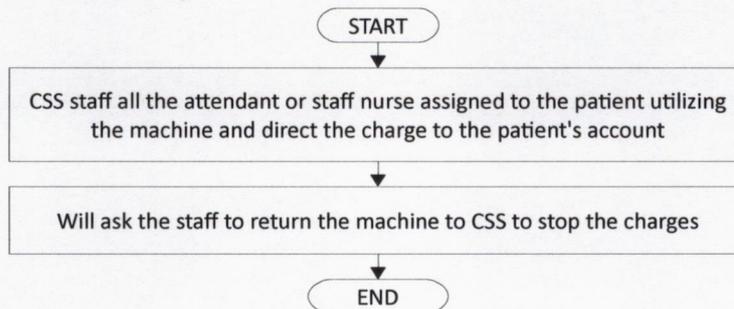


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Charges for the following day:





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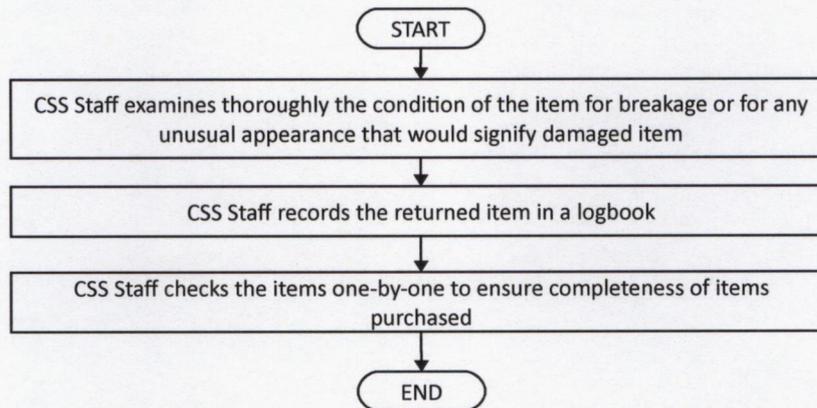
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RETURNING GUIDELINES

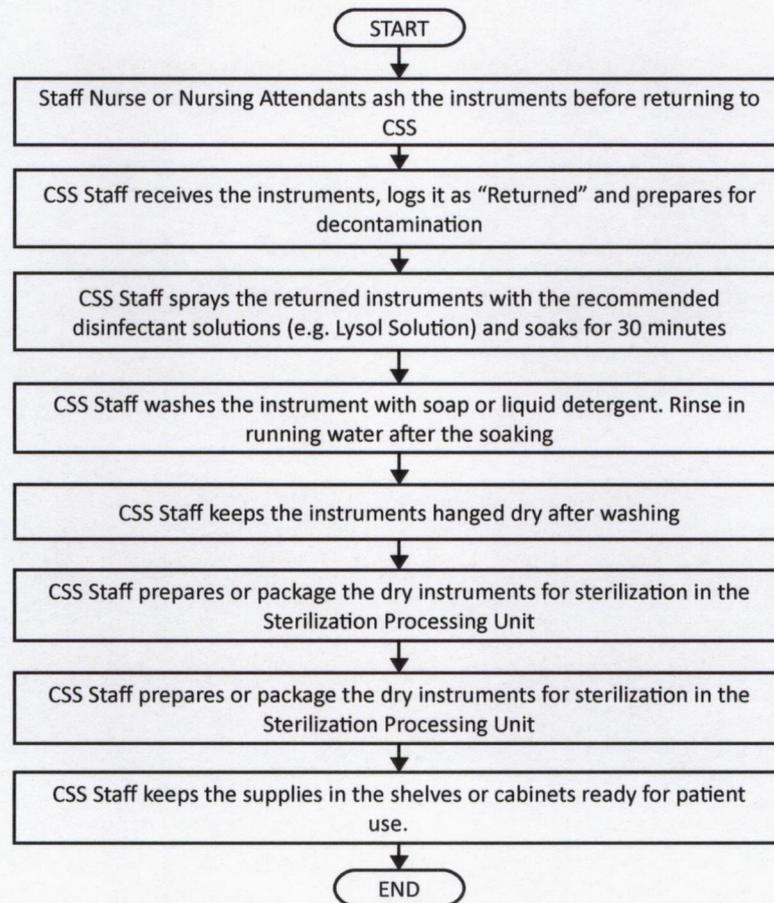


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DECONTAMINATION Instruments





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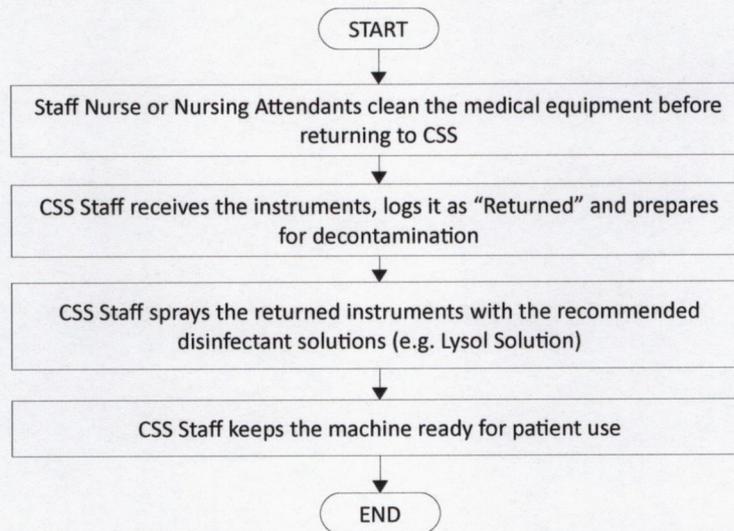
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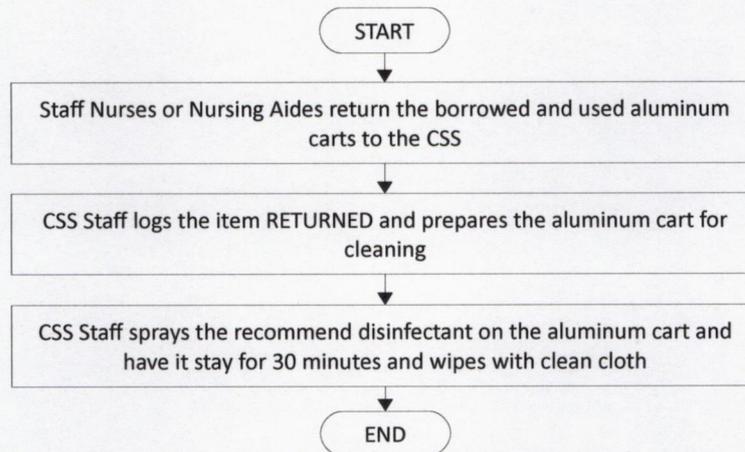
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CLEANING AND DECONTAMINATION OF ALUMINUM CARTS





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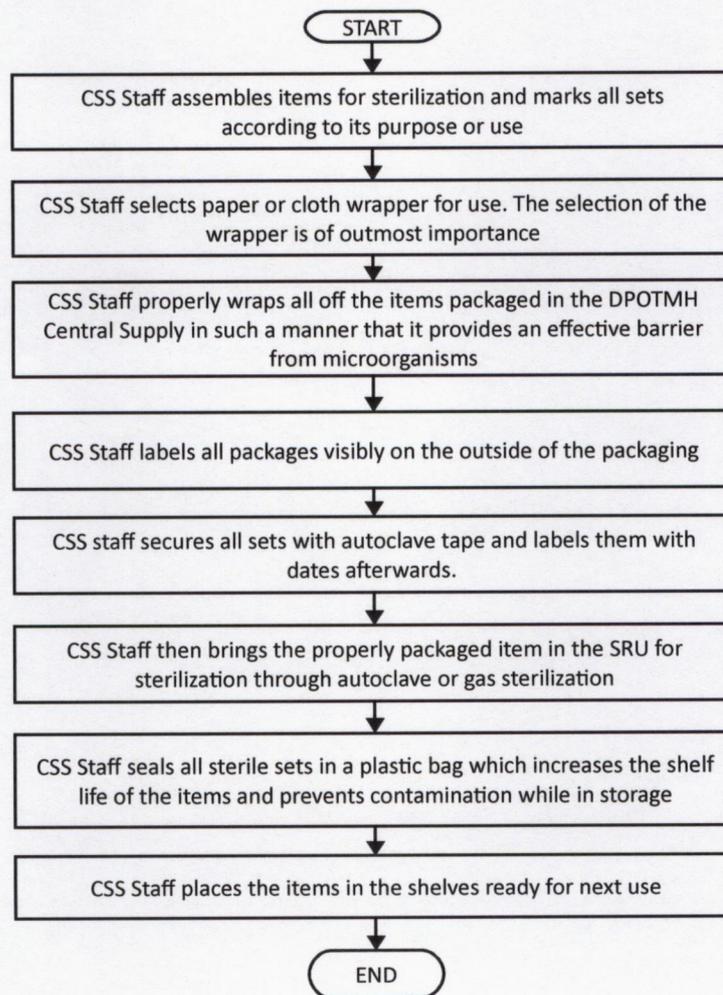
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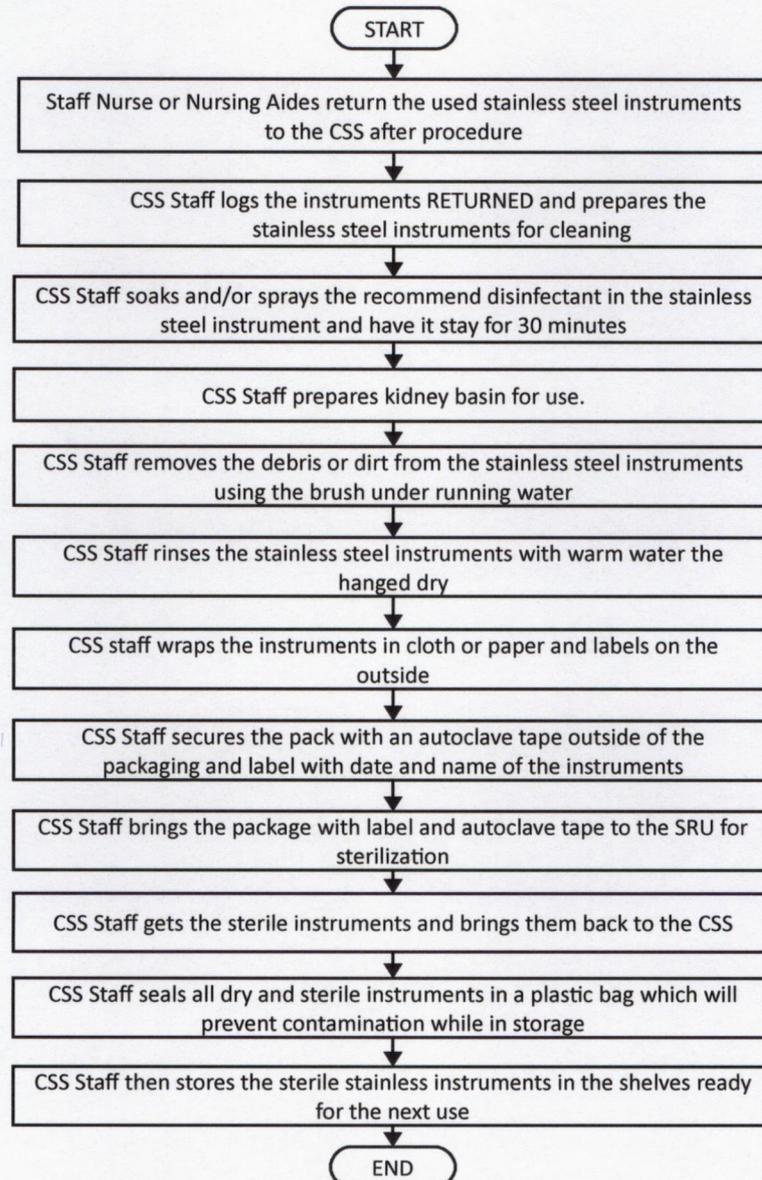
ASSEMBLING OF STERILE SETS





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CLEANING AND DECONTAMINATION Stainless Steel Instruments





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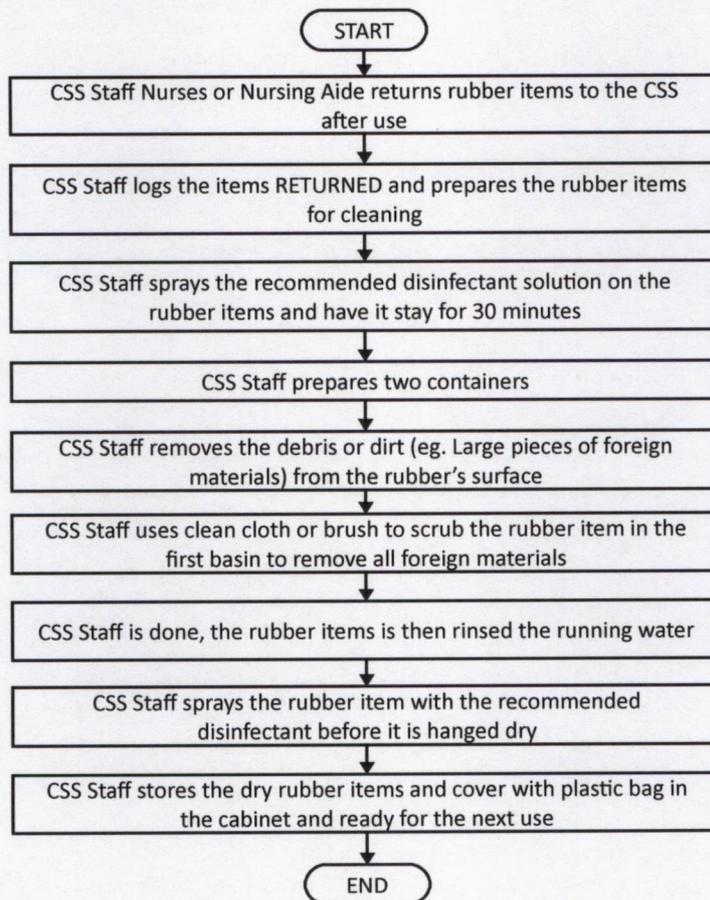


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CLEANING AND DECONTAMINATION

Rubber Items





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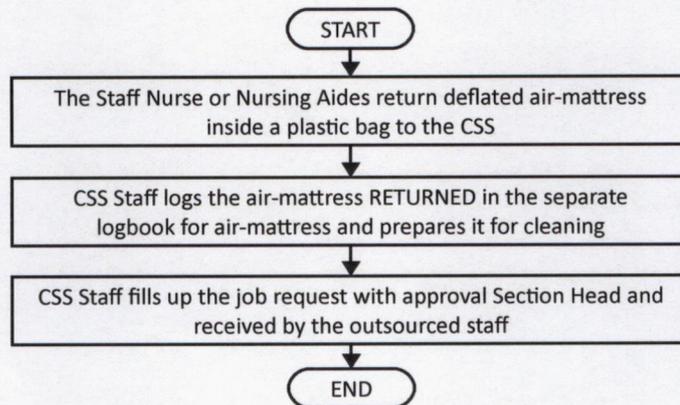
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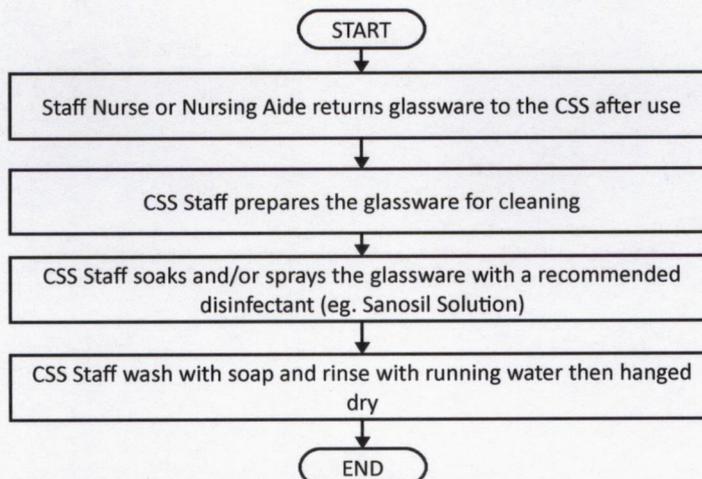
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CLEANING OF AIR-MATRESS



CLEANING OF GLASSWARE/GLASS BOTTLE/VIALS



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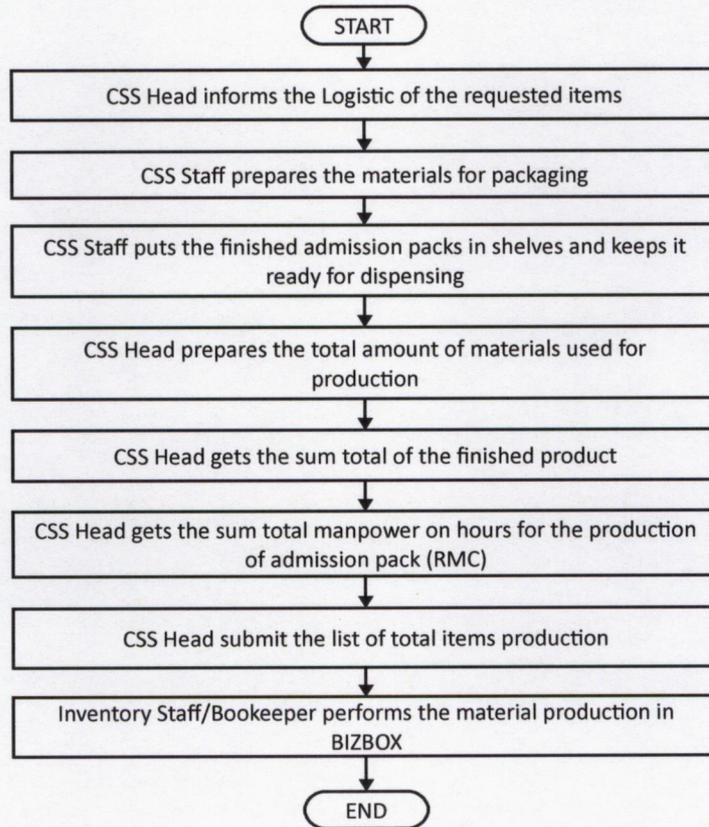
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PRODUCTION OF ADMISSION PACK

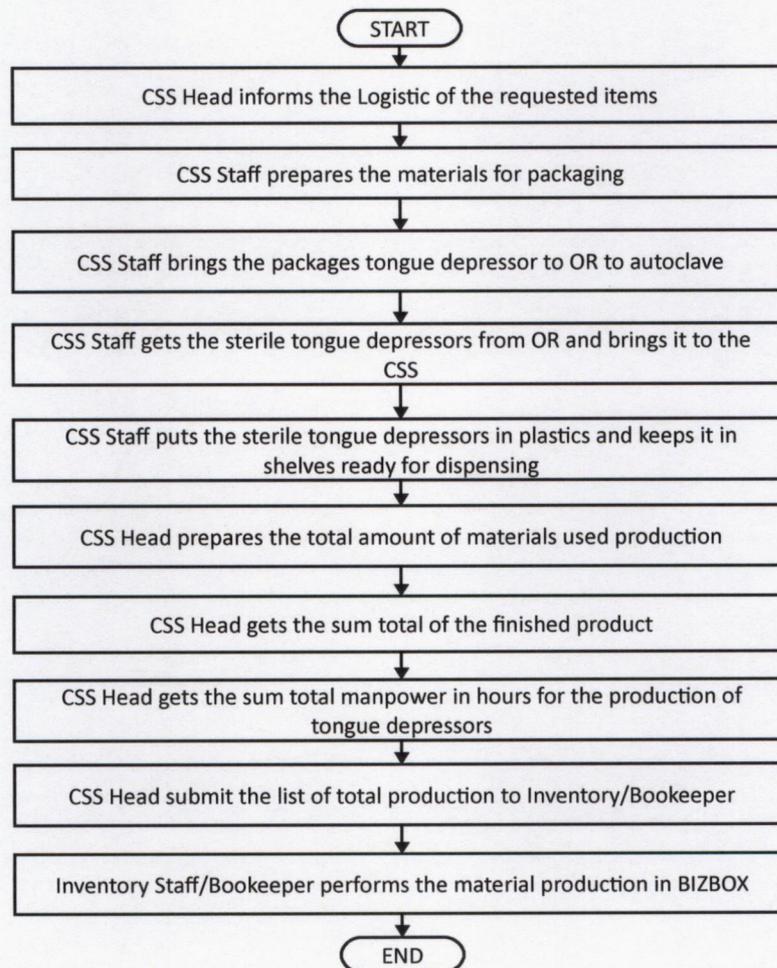


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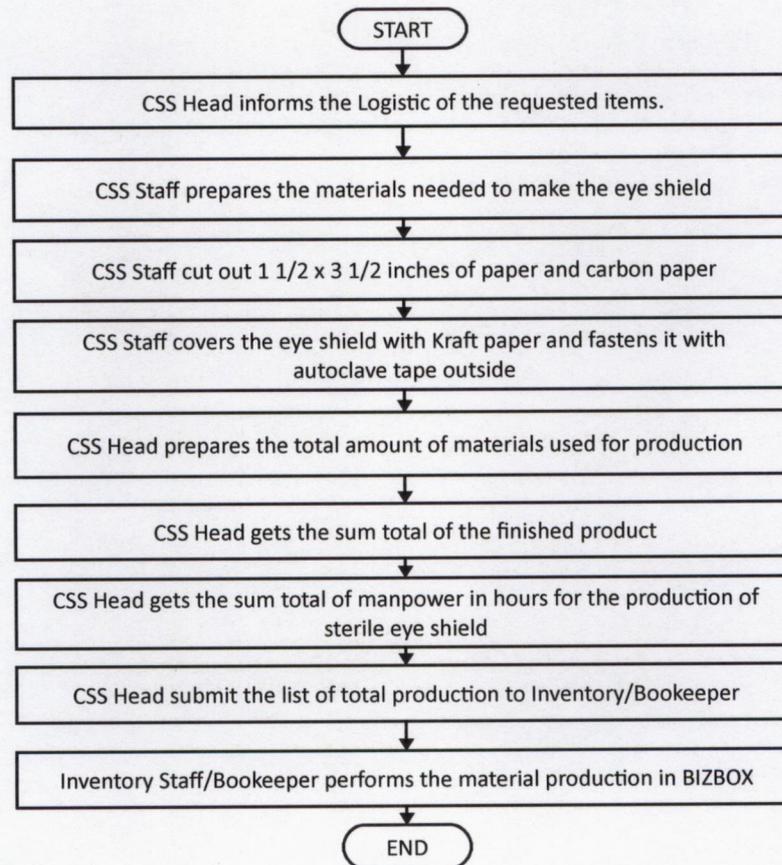
PRODUCTION OF STERILE TONGUE DEPRESSOR





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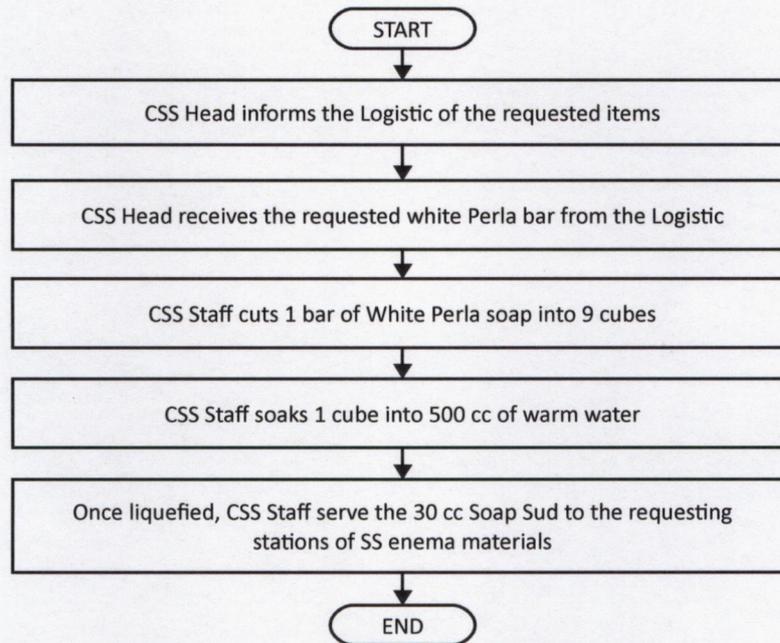
PRODUCTION OF STERILE EYE SHIELD





DEPARTMENT: Pharmacy Division		POLICY NUMBER: DPOTMH-MPP-CSS-P001-(01)	
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PRODUCTION OF SOAP SUD SOLUTION

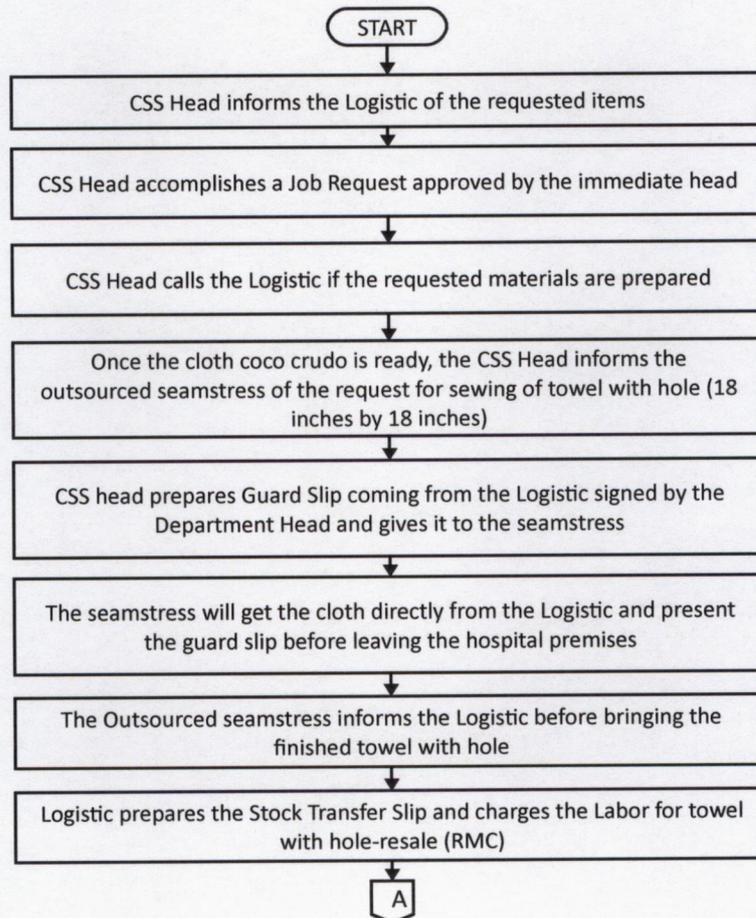


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TITLE/DESCRIPTION: <p style="text-align: center;">SCOPE OF SERVICE</p>			
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PRODUCTION OF TOWEL WITH HOLE FOR RESALE





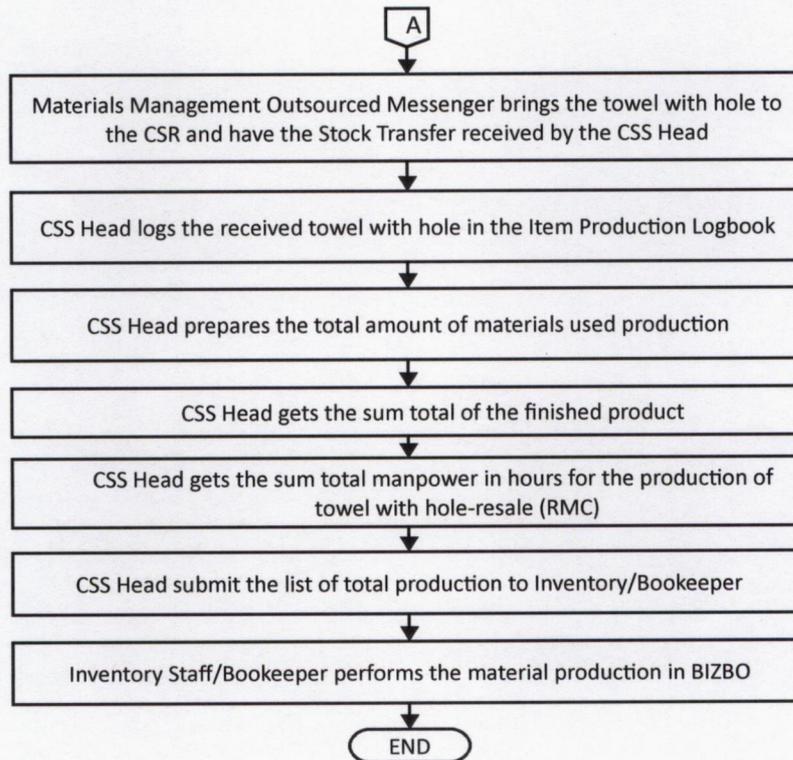
DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Pharmacy Division		POLICY NUMBER: DPOTMH-MPP-CSS-P001-(01)	
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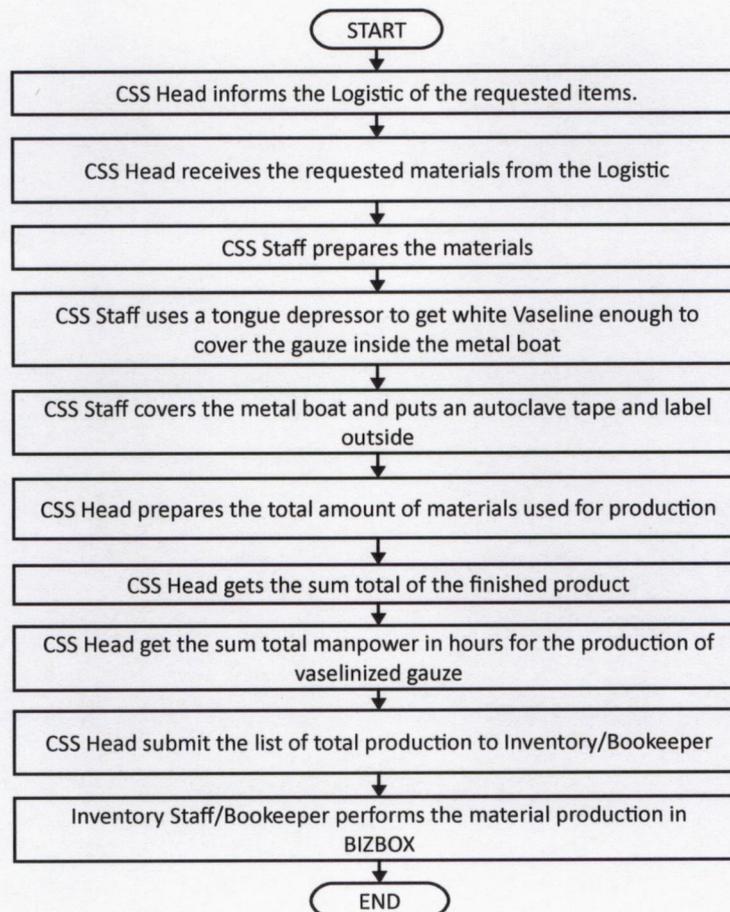
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PRODUCTION OF VASELINIZED GAUZE





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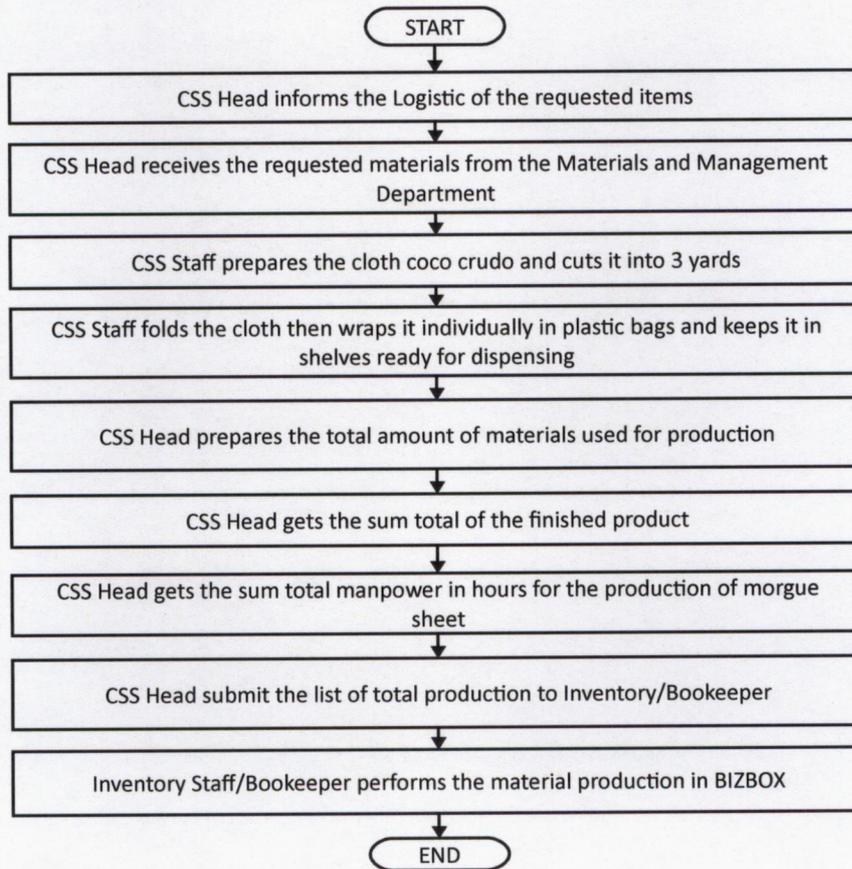
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PRODUCTION OF MORGUE SHEET





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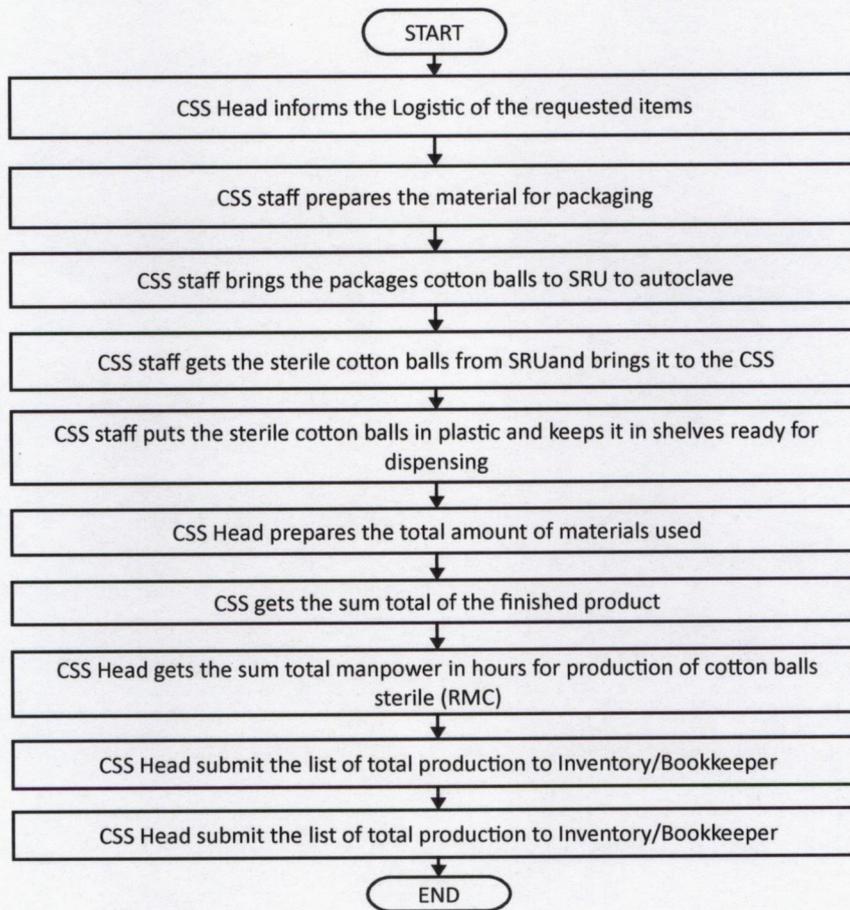
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PRODUCTION OF COTTON BALLS





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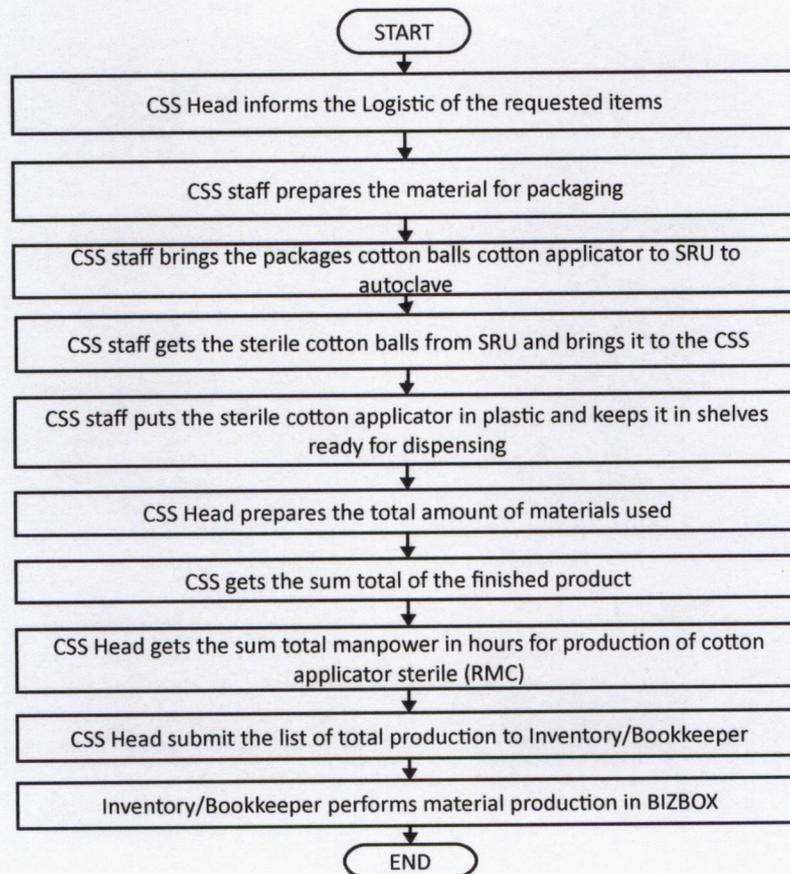
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PRODUCTION OF COTTON APPLICATOR



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FORMS: N/A
EQUIPMENT: N/A
REFERENCES: N/A





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APPROVAL:				
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