 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-60-P03
	Effective Date:	04-15-2022
	Document Type:	Policy
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	Department/Section:	Molecular Biology Laboratory
	Document Title:	<b>SECURITY OF SUPPLIES, INVENTORY AND STORAGE</b>

### **PURPOSE:**

To establish a documented procedure to ensure that the processes involved in the acquisition of equipment, supplies and reagents for COVID-19 RT-PCR testing are done according to approved standards.


### **LEVEL:**

All Molecular Diagnostic Laboratory Personnel, Pathologists, Materials Management Department Staff

### **DEFINITION OF TERMS:**

1. **End user.** Refers to the Molecular Bio Laboratory Department that would run COVID-19 RT-PCR testing and a department that will be requesting for the reagents to be purchased and be used in the Molecular Bio Laboratory.
2. **Supplies.** Refer to products purchased, which are consumable. Regardless of the amount and small equipment needed for a Molecular Bio Laboratory facility that caters to COVID-19 RT-PCR testing.
3. **Equipment.** Refers to any product purchased which are not consumable, subject to maintenance and repair and are can perform specifically COVID 19 RT-PCR.
4. **Reagents.** Reagents are commonly used to test for the presence of certain substances, as the binding of reagents to the substance or other related substances triggers certain reactions.




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### **POLICY:**

1. The Section Head shall have the primary responsibility to review the document and budget to verify approved purchases for the Molecular Bio Laboratory needed for COVID-19 RT-PCR testing before equipment, reagent and supplies were purchased.
2. The Section Head shall be able to determine the Payback Scheme and Return of Investment of the ordered equipment for Molecular Bio Laboratory for to be able to determine if department have a break-even in its investments.
3. The acquisition of equipment for Molecular Bio Laboratory shall be in accordance with the institution's procedure and standing financial instructions.
4. The Section Head shall be able to conduct an assessment on the daily use of reagents and supplies based on the average samples being processed everyday.
5. The Molecular Biology Analysts logs daily usage of reagents and supplies and encodes it on excel file, located at DL-MOLBIOWS03, Daily Inventory File.
6. The Section Head then monitors stocks and supplies and makes necessary requisitions to the Materials Management Department once all supplies and reagents have already utilized 30% of its total stock. (See Annex 1 for Guidelines on Reagent and Supplies Procurement).
7. Only the Pathologists, Section Head, Molecular Biology Laboratory Analysts, Lab Aide and Receptionist have access to the supplies of Personal Protective Equipment in the Donning Area.
8. Only the Section Head and Molecular Biology Laboratory Analysts have access to the supplies and reagents stored in the Reagent Preparation Room, Specimen Handling Room and Template Adding Room.



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9. All Molecular Biology Laboratory Staff have access to all the stocks and supplies present at Clean Write Shop.
10. Only the Section Head and designated OIC on duty can sign the requisition forms for any stocks, supplies and reagent procurement.
11. All requisitions must be written on Materials Requisition and Issue Slip (*see attached Materials Requisition and Issue Slip*) with date, name and signature by the Molecular Biology Section Head or OIC.
12. All received items must be logged on Receiving Logbook with date and time, name and signature by the Molecular Biology Laboratory Staff who received the items.
13. Information like Lot Number and Expiry Date shall also be noted especially on reagents.
14. Check storage temperatures required for reagents and transfer to necessary storage area, e.g., refrigerator, freezer or room temperature.
15. Aside from Daily Inventory, a monthly inventory of supplies is as well conducted as part of hospital wide policy. Secure a photocopy of the inventory sheet before submission to Materials Management Department.


**DOCUMENTATION:**

New policy


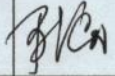
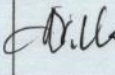
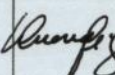

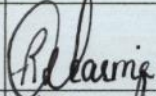
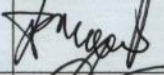

**DISSEMINATION:**

1. Hospital Communicator
2. Policies and Procedures



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**APPROVAL:**

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