 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-38-P07
		I-32-S02
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Catheterization Laboratory
	Document Title:	DISPENSING AND INVENTORY OF SUPPLIES

PURPOSE:

To establish standardized guidelines on the inventory of supplies in the section.

SCOPE:


Applies to all Catheterization Laboratory personnel of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:

Circulator/ scrub person, Catheterization Laboratory Aide

PROCEDURE:


1. Circulator/ scrub person fills out the requisition slip and prepares the supplies for the procedure.
2. Cath Lab Aide counter- checks the requisition slip and supplies prepared.
3. Circulator/ scrub person brings supplies to the procedure room. For additional supplies, personnel fill out the requisition slip and verifies with the charge nurse.
4. Circulator verbally verifies with the physician/ scrub person the requested supplies before opening especially high- priced products, (e.g. catheter, balloons, stents and the like)
5. After the procedure, circulator/ scrub person submits completed charges checklist to the charge nurse.
6. Aide counter- checks unused supplies together with the requisition slip.
7. Aide compares and verifies the charges checklist and requisition slip.

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-38-P07
		I-32-S02
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	2 of 3
	Department/Section:	Catheterization Laboratory
	Document Title:	DISPENSING AND INVENTORY OF SUPPLIES

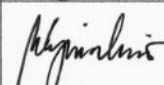
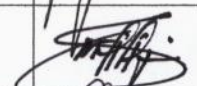
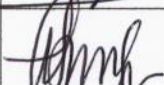
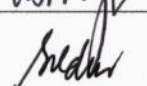
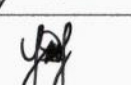
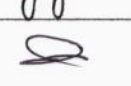

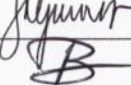

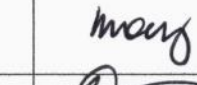
8. Aide records all consumed supplies in the stock card and submits the signed charges checklist to the clerk after a correct check and balance of listed supplies and equipment.
9. Clerk encodes the charges in the computer system (BIZBOX HIS).
(see *Surgical Suites Charging of Supplies*)

REFERENCES:

1. *Controlling Lab Costs with Better Inventory Controlling.* (2009, July 20).
<https://www.dicardiology.com/article/controlling-lab-costs-better-inventory-control>
2. *Inventory management of surgical supplies and sterile instruments in hospitals: A literature review.* (2018, July 18). PubMed Central (PMC).
<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6598505/>

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-38-P07
		I-32-S02
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	3 of 3
	Department/Section:	Catheterization Laboratory
	Document Title:	DISPENSING AND INVENTORY OF SUPPLIES

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	KATHLEEN HOPE J. MALINAO, RN Catheterization Laboratory Head Nurse		7-7-22
Verified:	RICHARD S. MONTILIJAO, RN OIC Policy Development		7/7/22
	MARIA AGNES A. SARIEGO, RN, MN, FPCHA Surgical Complex Manager		7-7-22
	SHALAINE SOCORO L. DURAN, RN Nurse Manager for Operations		7/7/2022
	HANNAH KHAY S. TREYES, RN, MN Chief Nurse		07/07/2022
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		22/07/2022
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Services Division Officer		7/7/22
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		7/8/22
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		7-8-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		7/14/22

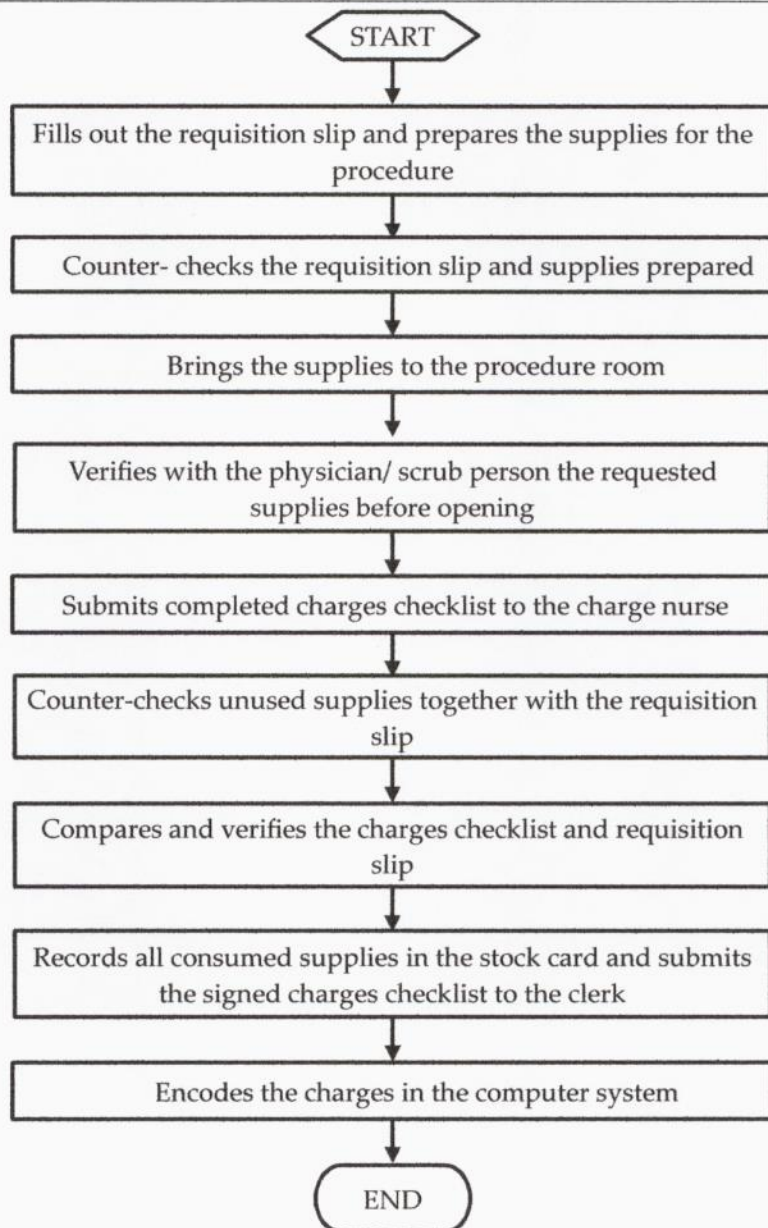



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

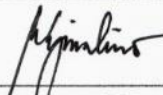

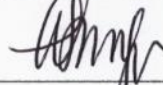
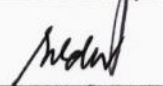


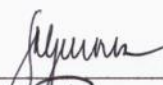



Document Code:	DPOTMH-I-38-P07
	I-32-FC02
Effective Date:	06-30-2022
Document Type:	Flowchart
Page Number:	1 of 2
Department/Section:	Catheterization Laboratory
Document Title:	DISPENSING AND INVENTORY OF SUPPLIES


FLOWCHART:




 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-38-P07
		I-32-FC02
	Effective Date:	06-30-2022
	Document Type:	Flowchart
	Page Number:	2 of 2
	Department/Section:	Catheterization Laboratory
	Document Title:	DISPENSING AND INVENTORY OF SUPPLIES

APPROVAL:

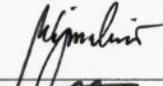
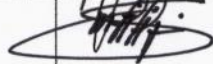

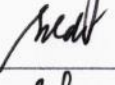




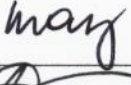

	Name/Title	Signature	Date
Prepared by:	KATHLEEN HOPE J. MALINAO, RN Catheterization Laboratory Head Nurse		7-2-22
Verified:	RICHARD S. MONTILIJAO, RN OIC Policy Development		7/7/22
	MARIA AGNES A. SARIEGO, RN, MN, FPCHA Surgical Complex Manager		7-7-22
	SHALAIN SOCORO L. DURAN, RN Nurse Manager for Operations		7/7/2022
	HANNAH KHAY S. TREYES, RN, MN Chief Nurse		07/07/2022
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		07/07/2022
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Services Division Officer		7/7/22
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		7/8/22
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		7-8-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		7/14/22

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-38-P07
		I-32-WI02
	Effective Date:	06-30-2022
	Document Type:	Work Instruction
	Page Number:	1 of 2
	Department/Section:	Catheterization Laboratory
	Document Title:	DISPENSING AND INVENTORY OF SUPPLIES

KEY TASKS	PERSON RESPONSIBLE
1. Fills out the requisition slip and prepares the supplies for the procedure	Circulator/ Scrub Person
2. Counter-checks the requisition slip and supplies prepared.	Catheterization Laboratory Aide
3. Brings supplies to the procedure room.	Circulator/ Scrub person
4. Verifies the requested supplies before opening especially high- priced products.	
5. Submits completed charges checklist to the charge nurse.	
6. Counterchecks unused supplies together with the requisition slip	Catheterization Laboratory Aide
7. Compares and verifies the charges checklist and requisition slip.	
8. Records all consumed supplies in the stock card and submits the signed charges checklist to the clerk	
9. Encodes the charges in the computer system	Clerk

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-38-P07
		I-32-WI02
	Effective Date:	06-30-2022
	Document Type:	Work Instruction
	Page Number:	2 of 2
	Department/Section:	Catheterization Laboratory
	Document Title:	DISPENSING AND INVENTORY OF SUPPLIES

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	KATHLEEN HOPE J. MALINAO, RN Catheterization Laboratory Head Nurse		7-7-22
Verified:	RICHARD S. MONTILIJAO, RN OIC Policy Development		7/7/22
	MARIA AGNES A. SARIEGO, RN, MN, FPCHA Surgical Complex Manager		7-7-22
	SHALAINE SOCORO L. DURAN, RN Nurse Manager for Operations		7/7/22
	HANNAH KHAY S. TREYES, RN, MN Chief Nurse		07/07/2022
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		07/07/2022
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Services Division Officer		7/7/22
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		7/8/22
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		7.8.22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		7/14/22