 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-38-P07-S02
	Effective Date:	03-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Surgical Complex
	Document Title:	REQUISITION, DISPENSING AND RETURNING OF SUPPLIES

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

PURPOSE:

1. To conserve time and materials eliminating duplication of supplies and effort.
2. To render to doctor and patient the best and most efficient service in the interest of each.

SCOPE:


Surgical Complex

RESPONSIBLE PERSON:

Supply Room Clerk, Circulating Nurse, Scrub Technician

PROCEDURE:


1. Surgical Suites Staff Nurse secures and accomplishes Requisition Slip from the supply room clerk.
2. Staff Nurse submits the accomplished Requisition Slip to the Supply Room Clerk.
3. Supply room clerk checks the stocks requested, prepares all supplies needed for the scheduled case, and releases the same
4. Staff nurse/scrub technician rechecks and ensures completeness of the supplies prepared by the supply room clerk.
5. Staff nurse/scrub technician gives the requisition slip to the Supply Room Clerk and brings the requested supplies to the surgical suite.
6. After the operation, staff nurse/scrub technician returns the unused supplies to the supply room with the charges checklist.
7. Supply room clerk rechecks the requisition slip against the charges checklist to validate if the used items were reflected on the charges checklist.

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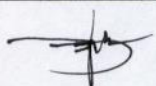
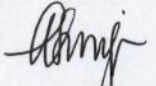

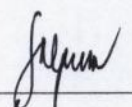
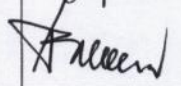
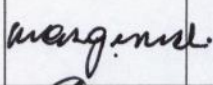
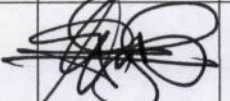
- 7.1 If the entry/ies on the charge checklist correspond(s)/matches to the requisition slip, the supply room in-charge will forward the charges checklist to the billing clerk for proper charging.
- 7.2 If the entry/ies on the charge slip does not correspond(s)/matches with the requisition slip, the supply room clerk verifies charges with the concerned Nurse to re-check all supplies that were actually used and those that have not been used.

REFERENCE:

1. National Center for Biotechnology Information (2019). *Inventory Management of Surgical Supplies and Sterile Instruments in Hospitals: A Literature Review*. From <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6598505>

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	VANESSA V. VERDE, RN Surgical Suites Head Nurse		03.11.2022
Verified:	MARIA AGNES A. SARIEGO, RN, MN, FPCHA Surgical Complex Manager		3-11-2022
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		3-14-2022
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MN Nursing Service Division Officer		3-14-2022
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		3/15/22
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		3.15.22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		4/7/22

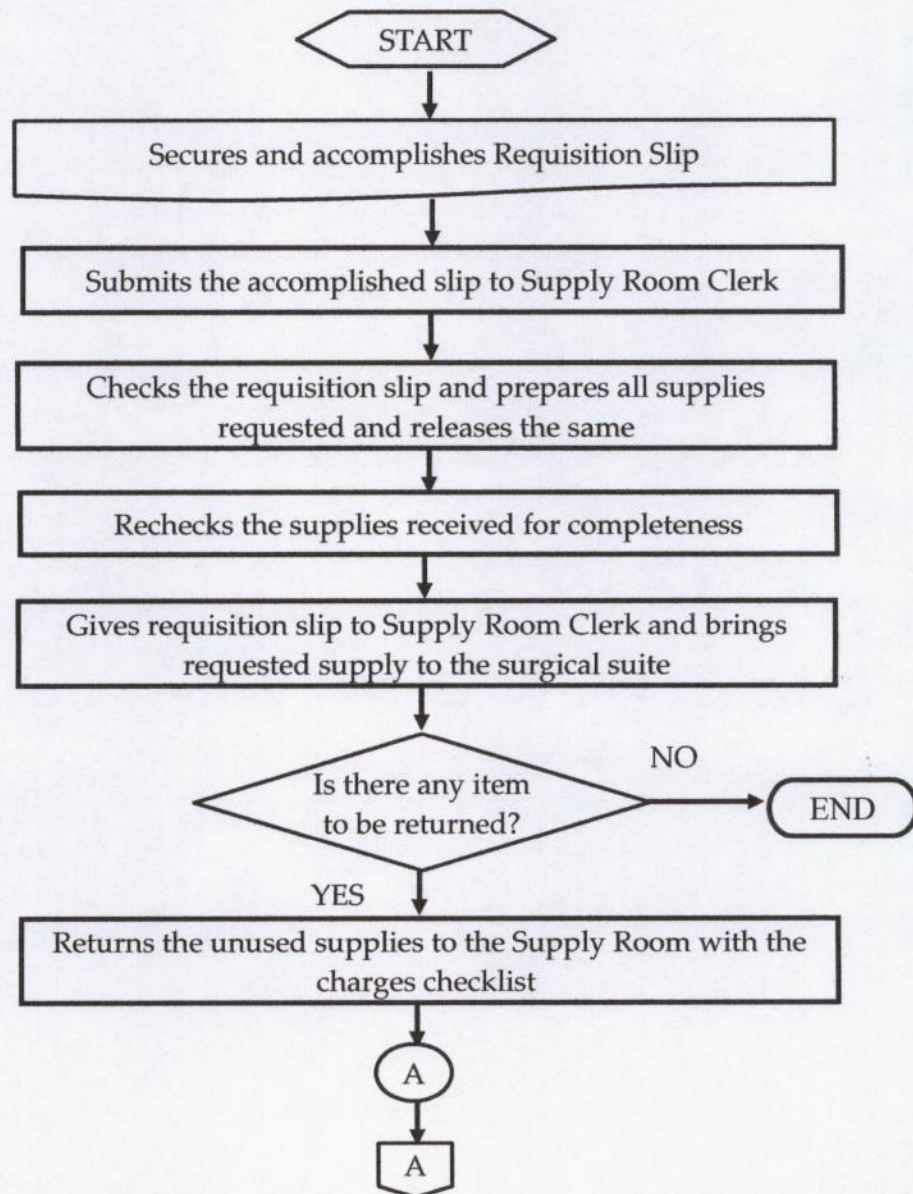


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FLOWCHART

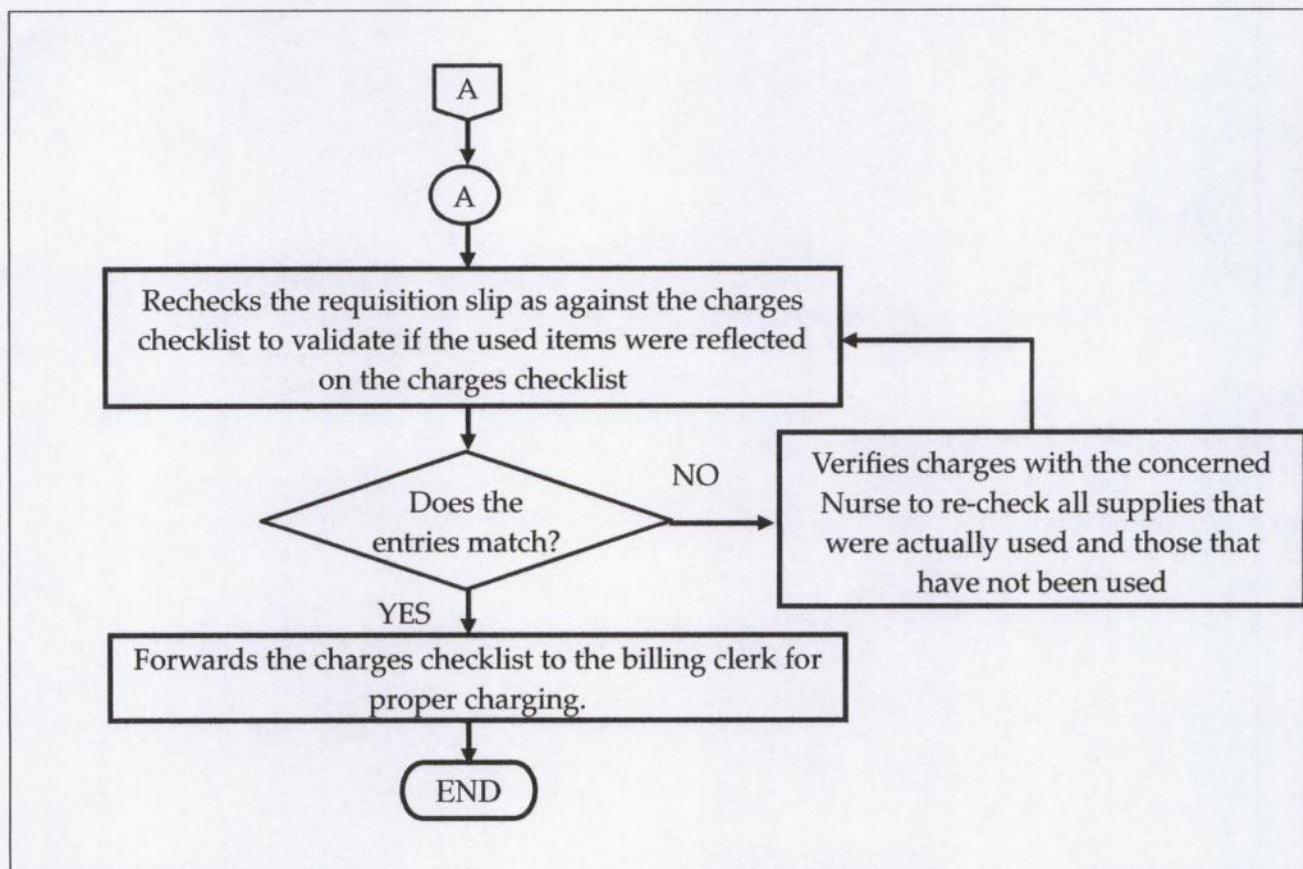





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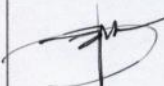
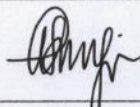

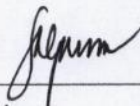
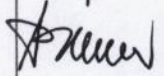
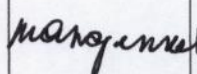

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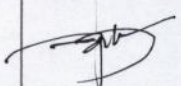
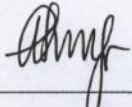

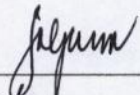
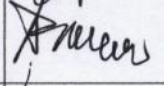
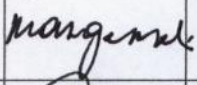
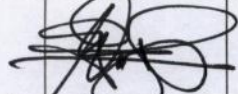
	Name/Title	Signature	Date
Prepared by:	VANESSA V. VERDE, RN Surgical Suites Head Nurse		03-11-2022
Verified:	MARIA AGNES A. SARIEGO, RN, MN, FPCHA Surgical Complex Manager		3-11-2022
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		3-14-2022
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MN Nursing Service Division Officer		3-14-2022
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		3/15/2022
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		4/2/22

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KEY TASKS	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Secures and accomplishes Surgical Suites Requisition Slip from the supply room clerk 2. Rechecks and ensures completeness of the supplies prepared by the supply room clerk 3. Gives the requisition slip to the supply room clerk and brings the requested supplies to the surgical suite 4. Returns the unused supplies to the supply room with the charges checklist 	Surgical Suites Staff Nurse
<ol style="list-style-type: none"> 1. Rechecks the requisition slip against the charges checklist to validate if the used items were reflected on the charges checklist 	Supply Room Clerk

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APPROVAL:

	Name/Title	Signature	Date
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	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		3-29-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		4/7/22