 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-35-P01-S07
	Effective Date:	07-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Wound Care Center
	Document Title:	DISPENSING OF WOUND CARE SUPPLIES

PURPOSE:

To set guidelines for the dispensing of wound care supplies.

SCOPE:


Applies to all Wound Care Center Staff of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

PERSON RESPONSIBLE:

Attending Physician, Wound Care Center Nurses, Wound Care Center Clerks, and Cashier


GENERAL GUIDELINES:

1. The center shall directly request all supplies and medicines used in the wound care center at Logistics Division.
2. The center shall sell/dispense wound care supplies to outpatient and inpatients clients.
3. The center shall maintain an approved inventory level to maintain its operation.
4. All supplies that expire 3 months before their expiry date shall be endorsed back to the materials management.
5. All supplies used by the center shall be approved by the Wound Care Center Consultants prior to use.
6. Persons with disability and senior citizen shall be required to present their ID card and booklet prior to the availment of discount
7. Payment shall be either cash, credit card, or debit card.



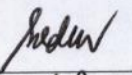


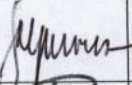

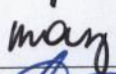

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PROCEDURE:

1. Consultant gives the list of her/his preference supplies he/she will be using during the procedure.
2. The Wound Care Center Nurse notes down the consultant's preference and request it to the material management for stocking.
3. Procurement Section procures the preferred supply for stocking.
4. The materials management informs the unit of the availability of supplies.
5. The Wound Care Center Nurse requests the approved supply for stocking.
6. The Wound Care Center Nurse gets the supply needed for the procedure for stocking.
7. The center sells and dispenses the supplies to the clients.


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APPROVAL:

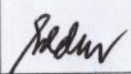
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	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		7/28/22
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/22/22

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KEY TASKS	PERSON RESPONSIBLE
1. Gives the list of her/his preference supplies he/she will be using during the procedure.	Consultant
2. Notes down the consultants preference and request it to the material management for stocking.	Nurse-on-Duty
3. Procures the preferred supply for stocking.	Procurement Staff
4. Informs the unit the availability of supplies.	
5. Requests the approved supply for stocking.	Nurse-on-Duty
6. Gets the supply needed for the procedure for stocking.	

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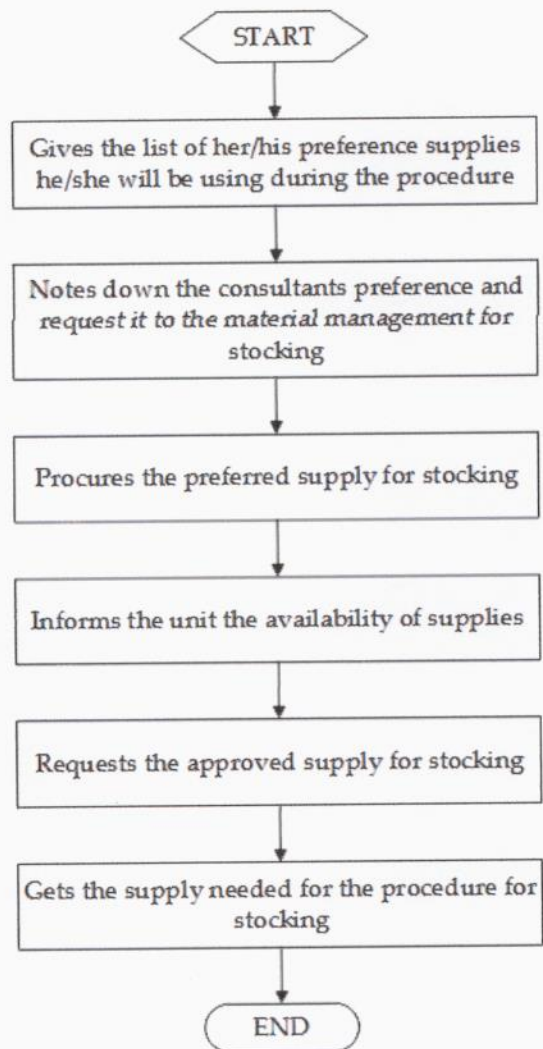



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FLOWCHART



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