

Document Code:	DPOTMH-I-P05-S11
Effective Date:	05-31-2022
Document Type:	Standard Operating Procedure
Page Number:	1 of 2
Department/Section:	Nursing Service Department
Document Title:	REQUISITION AND ACQUISITION OF SUPPLIES IN THE UNIT

PURPOSE:

To establish guidelines in planning, requisition and acquisition of materials to ensure that the unit has the adequate supplies needed to attain safe and quality care.

SCOPE:

Applies to all Procurement/Warehouse Section and Nursing Service Department Staff of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

PERSON RESPONSIBLE:

Head Nurse, Staff Nurses, Nursing Attendant, Procurement/Warehouse Section Staff

GENERAL GUIDELINES:

- 1. It is the policy of each unit to maintain adequate supply of materials and equipment to ensure a safe and quality patient care.
- 2. Each unit shall submit requisitions as scheduled in accordance with the memorandum from Procurement Section.
- 3. Staff Nurses and Nursing Attendant shall be given the authority to request and pick up the supplies in the absence of the Head Nurse.

PROCEDURE:

- 1 Head Nurse encodes requisition of supplies from the HIS.
- 2 Head Nurse generates the Request Form and affixes his/her signature. In the absence of the Head Nurse:
 - 2.1 Staff Nurse/Nursing Attendant fills up the Materials Requisition & Issue Slip (MRIS) and affixes signature over printed name and countersigned by the Nurse Supervisor on duty.
- 3 Staff Nurse/Head Nurse/Nursing Attendant submits MRIS to the Procurement/Warehouse Section.
- 4 Procurement/Warehouse Section receives and prepares supplies requested.
- 5 Head Nurse/Staff Nurse/Nursing Attendant picks-up the requested supplies.



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APPROVAL:

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Document Code:	DPOTMH-I-P05-WI11
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KEYTASKS	PERSON RESPONSIBLE
1. Encodes requisition of supplies from the HIS.	
2. Generates the Request Form and affixes his/h signature.	er Head Nurse
3. Fills up the Materials Requisition & Issue SI (MRIS) and affixes signature over printed nan and countersigned by the Nurse Supervisor oduty.	ne
4. Submits MRIS to the Procurement/Warehou Section.	se
5. Receives and prepares supplies requested.	Procurement/Warehouse Section Staff
6. Picks up the requested supplies.	Head Nurse/Staff Nurse/Nursing Attendant



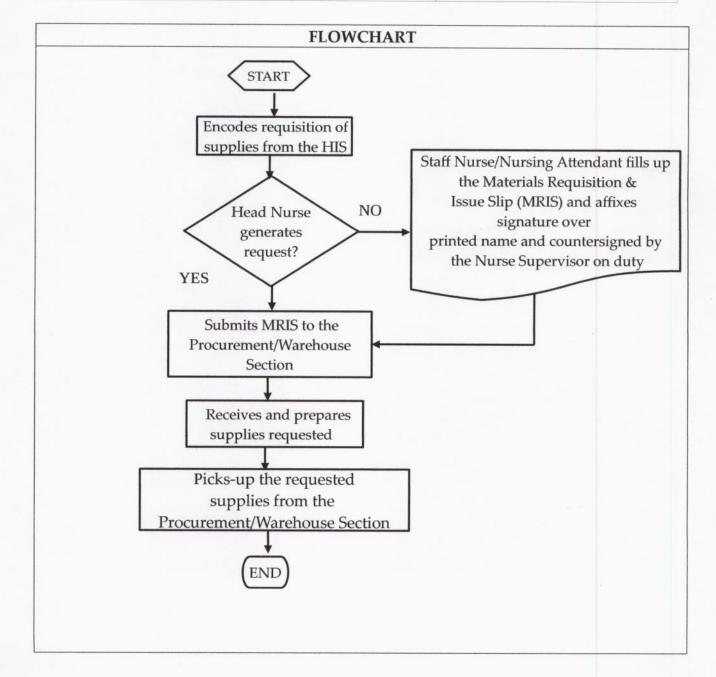
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APPROVAL:

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