 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	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:


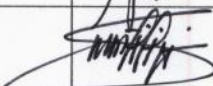




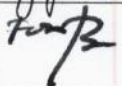


1. It is the policy of each unit to maintain adequate supply of materials and equipment to ensure a safe and quality patient care.
2. Each unit shall submit requisitions as scheduled in accordance with the memorandum from Procurement Section.
3. Staff Nurses and Nursing Attendant shall be given the authority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

	Name/Title	Signature	Date
Prepared by:	KAREN JOY C. GUMBAN, RN Head Nurse		5/19/22
Verified by:	RICHARD S. MONTILJAO, RN OIC Policy Development		5/19/2022
	SHALAINE SOCORO L. DURAN, RN Nurse Manager for Operations		6/1/22
	HANNAH KHAY S. TREYES, RN MN Chief Nurse		06/02/2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		06/02/2022
Recommending Approval:	MARIA LIZA C. PERAREN, RN MAN Nursing Division Officer		06/02/2022
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		6/9/22
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		6-13-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		6/23/22

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KEY TASKS	PERSON RESPONSIBLE
1. Encodes requisition of supplies from the HIS.	Head Nurse
2. Generates the Request Form and affixes his/her signature.	
3. Fills up the Materials Requisition & Issue Slip (MRIS) and affixes signature over printed name and countersigned by the Nurse Supervisor on duty.	Staff Nurse/Nursing Attendant
4. Submits MRIS to the Procurement/Warehouse Section.	
5. Receives and prepares supplies requested.	Procurement/Warehouse Section Staff
6. Picks up the requested supplies.	Head Nurse/Staff Nurse/Nursing Attendant

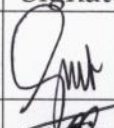

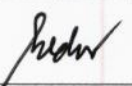


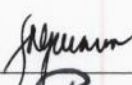

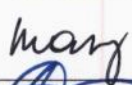



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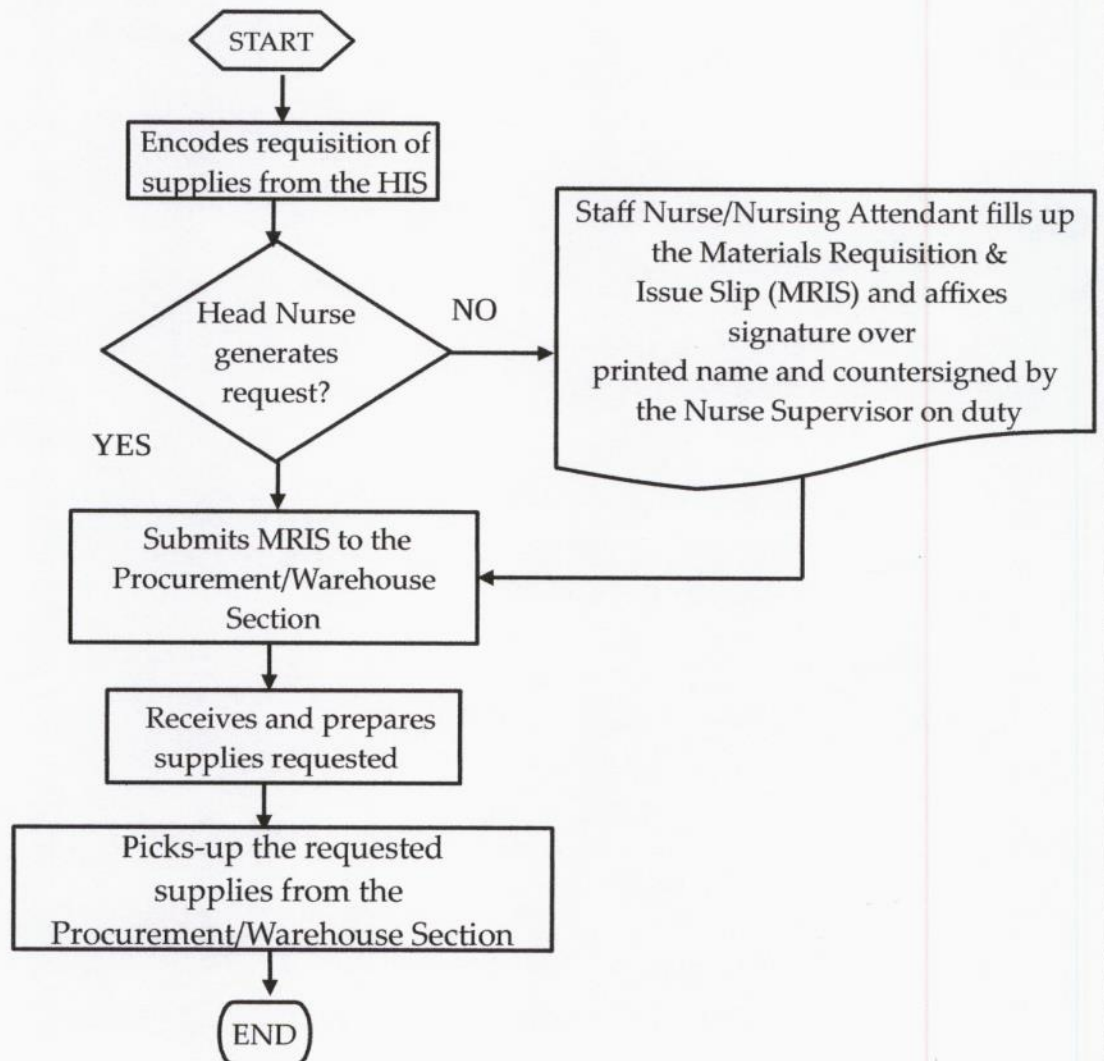



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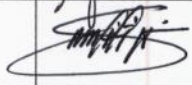
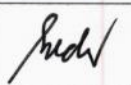



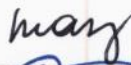

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FLOWCHART



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