



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

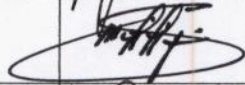
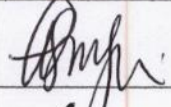
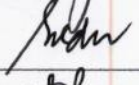
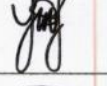
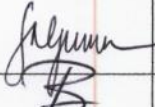
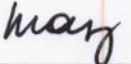
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Department/Section:	Catheterization Laboratory
Document Title:	REQUISITION AND MONITORING OF WEEKLY SUPPLIES

KEY TASKS	PERSON RESPONSIBLE
1. Determines the par level of all the items stored in the area	Head Nurse
2. Checks the inventory of the supplies, making sure the numbers are within the determined par level	
3. Requests supplies in the computer system (BIZBOX MMS) and provides a signed copy of stock transfer requisition slip.	
4. Submits the accomplished requisition slip to the Pharmacy Division or Logistics Division.	
5. Counter-checks the supplies with the issuance slip from the Pharmacy Division or Logistics Division and notifies the concerned department if there are any issues	
6. Tallies with the supplies' respective stock card and places it to the designated storage area	
7. Accounts the stock balance before and after every shift	Charge Nurse/ Aide
8. Requests additional needed supplies and ensures that the par level is met	Head Nurse

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APPROVAL:

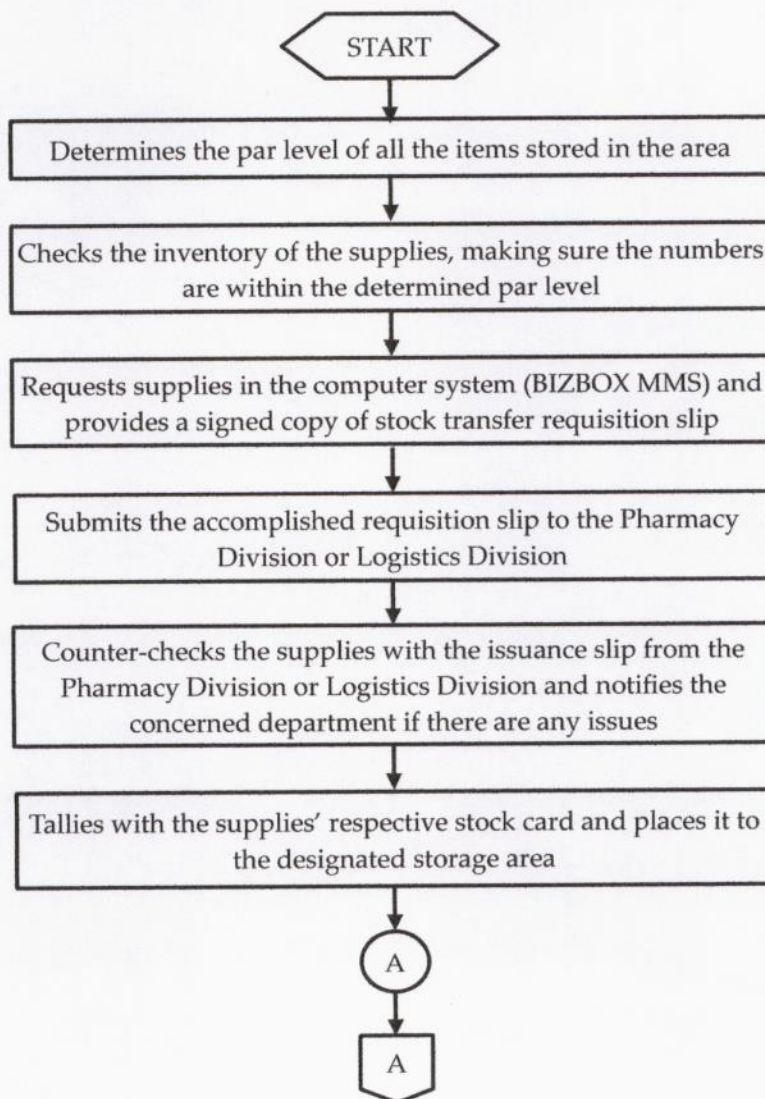
	Name/Title	Signature	Date
Prepared by:	KATHLEEN HOPE J. MALINAO, RN Catheterization Laboratory Head Nurse		7/2/22
Verified:	RICHARD S. MONTILIJAO, RN OIC Policy Development		7/2/22
	MARIA AGNES A. SARIEGO, RN, MN, FPCHA Surgical Complex Manager		7/2/22
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	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		



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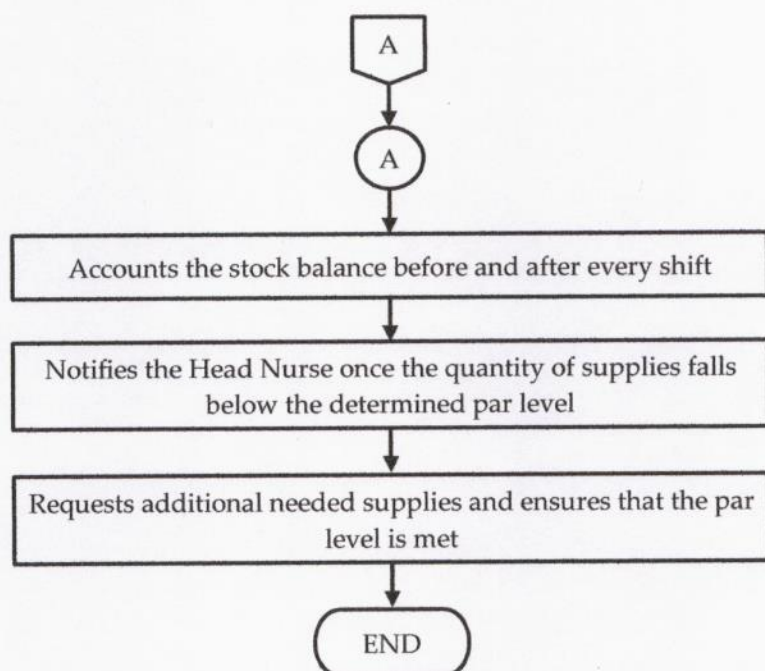
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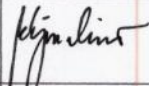
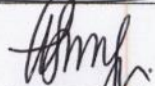
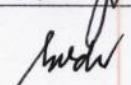
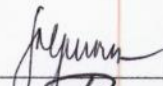
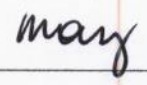
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PURPOSE:

To establish standardized documentation and process flow in the requisition and monitoring of supplies for the unit.

SCOPE:

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

PERSON RESPONSIBLE:

Head Nurse, Logistics Division, Main Pharmacy

GENERAL GUIDELINES:

1. Each item stocked in the area should have a specific par level. The par level is the minimum level of inventory needed to meet demand and should be replenished if stock falls below this level.

PROCEDURE:

1. The Head Nurse determines the par level of all the items stored in the area.
2. The Head Nurse checks the inventory of the supplies, making sure the numbers are within the determined par level. The number of items to be requested for the following week will be based on the current number of items left in the area.
3. The Head Nurse requests supplies in the computer system (BIZBOX MMS) and provides a signed copy of stock transfer requisition slip.
4. The Head Nurse submits the accomplished requisition slip to the Pharmacy Division or Logistics Division (depending on where the supplies will be coming from).

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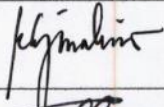
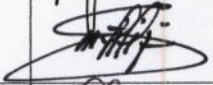
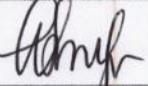
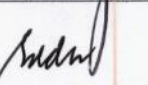
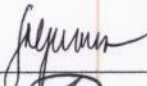
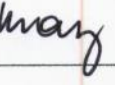
5. Upon delivery of supplies, the Head Nurse counter- checks the supplies with the issuance slip from the Pharmacy Division or Logistics Division. In the event that there are issues related to the supplies delivered (e.g. quantity, quality and brand) Head nurse immediately notifies the concerned department.
6. Head Nurse tallies with the supplies' respective stock card and places it to the designated storage area.
7. Charge Nurse/ Aide accounts the stock balance before and after every shift. Notify the Head Nurse once the quantity of supplies falls below the determined par level even before the schedule of the next request.
8. Head Nurse requests additional needed supplies and ensures that the par level is met.

REFERENCE:

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/>

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