

POLICY MANUAL

Subject: Nursing Department Supplies

Effective Date: 10/90

Initiated By: Cinde Stewart
Director of Nursing

Approved By: William C. Anderson
Chief Medical Officer

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POLICY:

Delineation of duties for checking and procuring department supplies is done to ensure smooth operation of departmental functions.

PROCEDURE:

1. The Medical Administrative Assistant or designee is responsible for checking and ordering the following supplies:
 - A. Office supplies, including pens, pencils, note pads, paper, paper clips, rubber bands, etc., with authorization from the Director of Nursing.
 - B. Patient supplies, including dressings, cotton balls, Band Aids, alcohol, etc. are ordered on a weekly basis (prior to the 15th of the month) using the supplies inventory checklist; these are obtained from contracted vendors.
 - C. Laboratory supplies, including vacutainers, labels, specimen containers, etc. are ordered on a weekly basis from the contracted laboratory providers.
2. The following supplies are checked and stocked three times daily by the Medical Technician on duty:
 - A. Food supplies, including milk, soup, cereal, juices, coffee, fruit, etc. are obtained daily from Dietary Services and the Company Store.