

Name of Policy: <u>General supplies- procurement and storage</u> Policy Number: 3364-136-01-14 Department: Pulmonary Services Approving Officer: Senior Hospital Administrator Responsible Agent: Director, Pulmonary Services Scope: The University of Toledo Medical Center Pulmonary Services Department	 <p>Effective Date: June 1, 2023 Initial Effective Date: 12/1/2004</p>
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy	

(A) Policy Statement

All respiratory care supplies and equipment will be procured, stored, distributed, and maintained in accordance with this policy.

(B) Purpose of Policy

To provide a guideline for procurement, storage, distribution, and maintenance of all equipment by the Respiratory Care Department

(C) Procedure

1. Procurement:

- ◆ Respiratory care items carried on the materials management stock list will be maintained in sufficient quantities by central supply as per their policy. These items will be provided via one (or more as needed) departmental supply cart utilizing the “blue bin” system, and will be replenished daily by central supply personnel.
- ◆ All other requisitions for disposable or non-disposable equipment, once approved, will be processed through the Central Supply Department or Purchasing, as needed.
- ◆ Capital equipment will be requested and purchased in accordance with the UTMC capital equipment policy.
- ◆ Inventory and ordering of equipment for the Department of Respiratory Care will be coordinated and approved by the Director.

2. Storage:

- ◆ Respiratory care warehouse stock items will be delivered to the department utilizing the blue bin system. Equipment and supplies will be stored in areas designated by Hospital Administration.
- ◆ All Respiratory Care staff will be responsible for placing any empty blue bins on top of the blue bin cart and pulling forward the second fully stocked blue bin. Any items to be returned to Central Supply (CS) will also be placed on top of the blue bin cart, in the clear bin marked “Returns”. CS staff will refill all empty bins and take all returns back to CS.

3. Distribution:

- ◆ All equipment stock distribution to the floors and ICUs for blue-bin areas is the responsibility of the CS staff. For non-blue bin areas, it is the responsibility of all Respiratory Care staff and the Respiratory Care Clerical Specialist to replenish floor stock. Par levels have been established that reflect current usage patterns. Distribution of E-cylinders of oxygen is the responsibility of

Hospital Transport. Such cylinders may be stored only in approved areas, via approved storage holders.

<p>Approved by:</p> <p><u>/s/</u> <u>06/23/2023</u> Michael Taylor Director, Pulmonary Services Date</p> <p><u>/s/</u> <u>08/01/2023</u> Shahnaz Rehman, M.D. Medical Director Date</p> <p><u>/s/</u> <u>06/29/2023</u> Russell Smith Senior Hospital Administrator Date</p> <p><i>Review/Revision Completed By: Director, Pulmonary Services</i></p>	<p>Review/Revision Date: 05/25/1990 05/28/1992 03/30/1993 04/17/1996 07/30/1998 10/04/1999 11/18/2001 05/12/2005 05/09/2006 07/10/2009 08/01/2012 12/01/2015 04/08/2019 06/01/2023</p>
<p>Next Review Date: June 1, 2026</p>	
<p>Policies Superseded by This Policy:</p>	

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.