

<b>CLINTON REGIONAL HOSPITAL</b>	POLICY AND PROCEDURE	
	MANUAL Materials Management	
	SUBJECT Inventory Management & Expired Items	

### **Inventory Management & Expired Items Policy**

Clinton Regional Hospital observes the following regulations in reference to supply inventory management and proper disposal of expired products:

- 1. Supplies pertaining to patient care as administered by Clinton Regional Hospital are kept in bulk within the facility's central supply warehouse, prior to being distributed to patient care areas.**
  - a. Inventory is maintained to sustain facility needs for up to 14 days at a time:
    - i. Items are kept on an inventory system through the facility EMR, Evident, notifying materials director of orders requiring placement
    - ii. Orders are placed in a timely fashion to ensure product is received to replenish stock
    - iii. Backorders that occur are observed and alternate vendors are considered to confirm no product shortages within the facility
    - iv. Backorders unable to be worked around are reported to administration, department directors, and nursing staff as deemed necessary
  - b. Supplies are checked by the materials director at the time of delivery to ensure:
    - i. The correct product is received
    - ii. The product is in appropriate working condition, free of any potential damage caused through the shipping process
    - iii. The amount of product ordered and shipped is as reflected on the packing slip and/or bill of lading

- c. Supplies are kept on wire rack shelving with barrier surfaces on the bottom shelves throughout the facility, as well as drawers, cabinets, and plastic bins, located above the floor level
  - i. All supplies are stored with regards to keep items clean, undamaged, and protected from any outside contamination, leading to product loss
  - ii. Supplies are categorized and sorted appropriately, taking the area of use for patient care into consideration
  - iii. Hazardous chemical products are stored away from any consumable items, including food, medication, and dressings
  - iv. Temperature and humidity-specific items are identified and stored in an enclosed area with readings of each category being observed on a daily basis – and relocated if temperature or humidity of specified location does not meet guidelines

**2. Supplies stocked within the facility are deemed to be the most appropriate choice for the level of patient care offered at Clinton Regional Hospital**

- a. Inventory stocked is vetted by clinical and nursing staff, and approved by administration, to confirm the most up-to-date, cost effective, patient-care friendly options
- b. Sizes and quantities of products are approved by each department director overseeing patient care, to confirm adequacy of product used in direct treatment for each patient

**3. Supplies approaching the date of expiration, or that have reached expiration are properly disposed of, to prevent them being used in the facility.**

- a. Quarterly, the materials director inspects warehouse stock for expiration dates falling within the span of the next three months
  - i. Items in this category are brought to the front of the shelf for the most immediate use
  - ii. Anything expiring within the next month is disposed of, to avoid being distributed
- b. **Quarterly, the materials director inspects patient care storage areas for stock expiring within the next three months**

- i. Items in this category are brought to the front of the storage area, to encourage immediate use
- ii. Supplies expiring within the next month are disposed of, to avoid being distributed
- iii. Nursing staff and department directors are notified of which items must be used first, to utilize any product that is nearing the end of its shelf life

### **Facility Supply & Equipment Recalls Policy**

Clinton Regional Hospital observes the following regulations in reference to recalls for supplies and equipment:

- 1. Recalls pertaining to supplies and equipment are maintained by the materials director on a monthly log, to ensure any necessary follow-up is completed**
  - a. Upon receipt of recalls, the materials director records each instance on the specified log, and provides the applicable department with recall information received
  - b. If recalled products or equipment are in service at the time of the recall, research will take place to remove and replace the applicable items as soon as possible, either through purchasing new items, or using alternative methods to continue operation
  - c. After recalled product is gathered and either disposed of or sent back to the manufacturer, the materials director or applicable department director will provide confirmation to administration and/or the company which issued the recall, that the appropriate action has been taken to remove products/equipment from use