



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Infection Prevention and Control Department		
Document:	Administrative Policy and Procedure (APP)		
Title:	Medical Supply Plan		
Applies To:	All MCH Department		
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1. PURPOSE:

- 1.1 The purpose of this plan is to ensure constant supply at all times in all areas.
- 1.2 To describe a good supply policy and continuing to meet the requirements of sections according to the plan and regulatory standards.

2. DEFINITONS:

- 2.1 Medical Supply management is considered the main task of all departments in Maternity and Children's Hospital, that it bears responsibility for the provision of the hospital needs of all medicines and medical supplies, surgical equipment and other relevant supply with standard and quality and to ensure conservation and rational use of supply.

3. POLICY:

- 3.1 The Medical supply in the Maternity and Children's Hospital Provides all items (drugs and chemicals, medical supplies), as evidenced in the Medical supply reference book, provided by the Ministry of Health. The required items needed by the hospital are sent every week according to department needs.
- 3.2 Organizing the process of exchange of medicines and medical supplies, equipment, supervision and to ensure the best quality, appropriate cost of medicines and other supplies.
- 3.3 Storage and disbursement of medical supply in every department of MCH, in accordance to medical supply reference book.
- 3.4 The Medical Supply save part of all items by 20% . If saving ratio reached 20% in any items, the requisition of this items is in the main regional medical supply, before the supply reached by 20% stock availability.
- 3.5 When the supply of Personal Protective equipment reached below 20% and are not available in the General Medical Supply of Hafar Al Batin, the medical store of MCH will purchase directly the needed PPEs, or contact with other hospitals in Eastern region or other regions for immediate supply of PPEs needed.

4. PROCEDURE:

- 4.1 The request and the amount in medical supply is automated system by sections, according to the weekly schedule provided in every department.
- 4.2 Storage Security and safety of medicines and supplies according to the nature of the items kept in the warehouse.
- 4.3 The application process of electronic requisition done systematically in every department and monitoring upon disbursement, transfer and storage of medicines and supplies in every department. Follow-up developments of new supply available according to medical reference code items.
- 4.4 Follow-up expiration of stock and it will be noted on the disbursement form. Supervise the periodic inventory in the warehouse. Prepare periodic reports on the department's activities.
- 4.5 The duration of the plan for one year from the date of adoption, or adjusted based on any developments of Personal protective equipment include the following.

NO.	ITEM	ITEM CODE
1.	SURGICAL MASK	128290116
2.	SURGICAL GLOVES S. 6	128220120
3.	SURGICAL GLOVES S. 6 1/2	128220121
4.	SURGICAL GLOVES S. 7	128220122
5.	SURGICAL GLOVES S. 7 1/2	128220123
6.	SURGICAL GLOVES S. 8	128220124
7.	EXAM LATEX GLOVES SMALL	128220130
8.	EXAM LATEX GLOVES MEDIUM	128220131
9.	EXAM LATEX GLOVES LARGE	128220132
10.	HYPOALLERGENIC GLOVES MEDIUM	124990043
11.	MASK FLUID SHIELD WITH WRAP AROUND SPLASH	129990033
12.	FACE SHIELD	128290215
13.	GOGGLES	129300600
14.	SURGEON CAP	128290110
15.	NURSES CAP	128290112
16.	ISOLATION GOWN	135230044
17.	SHOE COVER	128290105

- 4.6 Consult infection control department annually in order to determine the required amount of Personal Protective Equipment and High efficiency N95 mask.

5. MATERIALS AND EQUIPMENT:

5.1 Forms and Records:

5.1.1

5.2 Materials and Equipment

5.2.1

6. RESPONSIBILITIES:

- 6.1 The Medical supply section of Maternity and Children's Hospital, availability of personal protective equipment per month will be provided from the General Medical supply of Hafar Al Batin, Ministry of Health.
- 6.2 The infection Prevention and Control department will follow-up and supervise the availability of personal protective equipment in all MCH department through PAR Level Monitoring submitted by each department in IPCD.
- 6.3 The Infection Prevention and Control department will supervise the availability of personal protective equipment in all departments as monitored in PAR Level Form, submitted monthly based on Gregorian calendar.








7. APPENDICES:

7.1 N/A

8. REFERENCES:

- 8.1 IPC COMMITTEE MATERNITY AND CHILDREN HOSPITAL, HAFAR AL BATIN

9. APPROVALS:

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