



HEALTH HOLDING

HAFA ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Laboratory and Blood Bank		
Document:	Departmental Policy and Procedure		
Title:	Inventory Management of Laboratory Supplies		
Applies To:	Shift in charges of all laboratory sections		
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1. PURPOSE:

- 1.1 To establish system and set responsibilities for preparing and updating the inventory.
- 1.2 To ensure appropriate labelling, storage and adequate accessibility of supplies.

2. DEFINITIONS:

- 2.1 Reagent: a substance or mixture for use in chemical analysis or other reactions.
- 2.2 Label: a small piece of paper, fabric, plastic, or similar material attached to an object and giving information about it.
- 2.3 Inventory: the act or process of making a complete list of the things that are in a place.

3. POLICY:

- 3.1 Preparing and updating the inventory is essential for proper dealing with recourses.
- 3.2 Reagents are one of the most important items which affect the quality control of results, so that all precautions.

4. PROCEDURE:

4.1 All Reagent should be labelled with the following elements:

- 4.1.1 Content and quantity, concentration or titer
- 4.1.2 Storage requirements
- 4.1.3 Opening date
- 4.1.4 Opened by
- 4.1.5 Expiration date
- 4.1.6 Biochemical hazards /NFPA label
- 4.1.7 Verification of reagents Performance is required and must be documented.

4.2 Important guidelines for dealing with reagents:

- 4.2.1 All reagent kits must be used within their expiration date.
- 4.2.2 All recommendations of the manufacturer for the proper use of reagents and controls in kit procedures must be followed.
- 4.2.3 For multiple components of reagent kit use only components of reagent kit lot unless otherwise.

4.3 Types of Reagents in the Laboratory:

- 4.3.1 Prepared In-House:
 - 4.3.1.1 For each type of laboratory-prepared reagent, criteria should be developed for expiration dates, functional acceptability and storage conditions. The criteria should be documented in a laboratory SOP.
 - 4.3.1.2 Mixes should be used no later than the earliest expiration date of one of the components.
 - 4.3.1.3 Buffers should be inspected for precipitates or microbial contamination before each use.

- 4.3.1.4 These prepared reagents should not be used with commercial kits unless this is documented in the pamphlet.
- 4.3.2 **Commercially Available Kits:**
 - 4.3.2.1 These products simplify procedures. A copy of the manufacturers' specifications and procedures should be reviewed carefully for all precautions before use.
- 4.4 **Ordering supplies:**
 - 4.4.1 All reagents are supplied to the laboratory through the ministry of health (MOH)
 - 4.4.1.1 2-year requirements are estimated by heads of Laboratory Sections and ordered via the hospital Medical supply department.
 - 4.4.1.2 The 2 years supply is estimated according the annual statistics.
 - 4.4.1.3 The supply of reagents is distributed through the whole year to minimize the possibility of near expiration dates.
 - 4.4.2 All reagents must be ordered by the section supervisor one week before its finish to prevent possibility of near expire dates.
 - 4.4.3 Solutions are requested each week by applying on Mudiri system of the Ministry of Health orders and sending to the medical supplies officer in the hospital.
 - 4.4.4 All reagents are transported from the warehouse of medical supplies related to the ministry of health to the laboratory under special precautions to protect it from high temperature and damage under the supervision medical supply officer.
 - 4.4.5 All reagents must be checked carefully by the sections supervisors before accepting these reagents.
 - 4.4.6 If the needed reagent is not available in the ministry of health stores, direct purchase procedure must be followed immediately by the hospital to prevent lack of reagent.
 - 4.4.7 Reagents are ordered weekly or monthly from the main hospital medical store though the mudiri system (depending on each section needs) providing the minimum stock level is sufficient to the period of delivery.
 - 4.4.8 For other materials, they are ordered weekly providing the minimum stock level is sufficient to the period of delivery using the specified requesting form and approved from the laboratory and blood bank director.
 - 4.4.9 When the minimum stock level is not sufficient to the usual period of delivery, an emergency order requested on mudiri system.
- 4.5 **Receiving supplies:**
 - 4.5.1 Ensures that the amount ordered is present and refuse receiving the item unless the inventory coordinator provides a documented reason.
 - 4.5.2 Ensure that the expiry date of the item is more than the expected period of item finishing.
 - 4.5.3 If the expected period of item finishing is less than the expiry date, receive the appropriate amount and return back the unwanted amount. This must be documented.
 - 4.5.4 New reagent lot numbers are tested against old lots or suitable reference material (as external quality samples) before use.
 - 4.5.5 Kit components are used within the kit lot number.
 - 4.5.6 Lot number use is traceable to patient/blood donor or inclusive date of use.
- 4.6 **Issuing supplies:**
 - 4.6.1 All items are recorded in a special sheet in the computer of the supervisor and a copy is made to the head of the section and both will be synchronized after any change.
 - 4.6.2 Record the date an item is issued, lot number, amount and expire date.
 - 4.6.3 Stock and near expired reagents will be clearly displayed in the sheet with coloured alerts.
 - 4.6.4 Check whether the item is at minimum stock level for reordered or not.

5. MATERIAL AND EQUIPMENT:

N/A

6. **RESPONSIBILITIES:**

6.1 Shift in charges of all laboratory sections

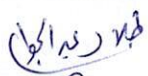

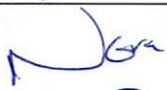



7. **APPENDICES:**

N/A

8. **REFERENCES:**

8.1 MOH memos for supplies.

9. **APPROVALS:**

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