



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Nursing		
Document:	Guidelines		
Title:	Nursing Department Medical Store Maintenance and Supply Management Guidelines		
Applies To:	All Nursing Staff		
Preparation Date:	January 08, 2025	Index No:	NR-IPP-024
Approval Date:	January 22, 2025	Version :	2
Effective Date:	February 22, 2025	Replacement No.:	NR-IPP-024 (1)
Review Date:	February 22, 2028	No. of Pages:	07

1. INTRODUCTION:

- 1.1 Medical store maintenance and supply management is a part of Quality Management System that guarantees the quality of the medical store and supply through sustaining activities related to storage and management of supply.
- 1.2 The given instruction and criteria mentioned in this guidelines focused on the objective of having a standardized medical store and well manage supply that help us to deliver efficient patient care.
- 1.3 These guidelines are meant to serve the healthcare team specially nurses to have an efficient workplace, organization and visual orderliness in their stock rooms and to avoid shortage or oversupply of the needed items.

2. DEFINITONS:

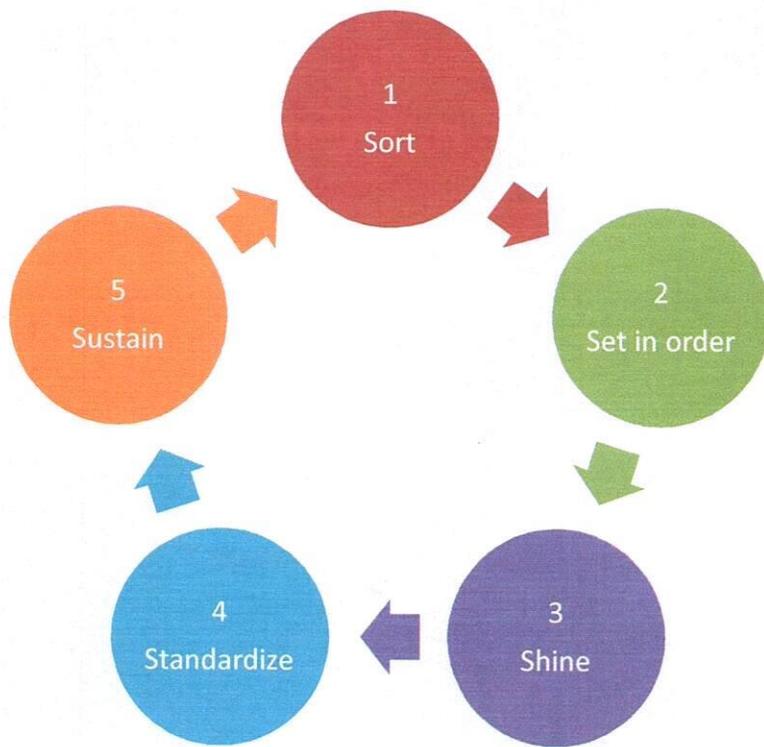
- 2.1 **5s** – Tool for organizing the workplace to an efficient and safe manner to enhance the productivity, visual management and to ensure standardized room.
- 2.2 **Periodic Automatic Replenishment (PAR)** – level is the minimum quantity of an item stocked, which will be automatically re – ordered when the level fall below a present level.
- 2.3 **Two Bin System** – It is inventory control system used to monitor the quantity of an item left behind. It is used to control overstocking issues keep in track and avoid miss-management.

3. RESPONSIBILITY:

- 3.1 Head Nurse – responsible in monitoring if the store is maintained according to the standard and re - ordering items.
- 3.2 Staff Nurses – responsible in maintaining the store cleanliness, organize and visual order

4. METHOD:

- 4.1 5S Method should be applied in all medical store room.
 - 4.1.1 **SORT** – Sort the cutter from the other items within the workplace that are actually needed.
 - 4.1.2 **SET IN ORDER** – Take the required item after sorting and arrange it in efficient manner.
 - 4.1.3 **SHINE** – Is a thorough cleaning of the items and the workplace
 - 4.1.4 **STANDARDIZE** – Is the process of ensuring that what we have done within the first three stages of 5s become standardize.
 - 4.1.5 **SUSTAIN** – the final stage in 5s ensuring that the company continually improve using the previous stage of 5s



5 DESIGN:

5.1 Storage areas should be designed and hygiene.

- 5.1.1 Proper Cleanliness and hygiene.
- 5.1.2 Dry – maintain store room humidity.
- 5.1.3 Temperature should be within acceptable limits.
- 5.1.4 Items should be off the floor.
- 5.1.5 Items should not touching the ceiling.
- 5.1.6 Items should be unbox.
- 5.1.7 No foods.
- 5.1.8 Hand hygiene area should be available.
- 5.1.9 Toilets should not be in use or closed.
- 5.1.10 If windows is present sunlight should be blocked.
- 5.1.11 All surface, shelves, cupboards should be covered with an impermeable and easy to clean material.
- 5.1.12 Medical equipment should be place in their designated areas.

6. HANDLING:

- 6.1 All items should be kept within containers or original packages.
- 6.2 All items should be labelled.
- 6.3 All items should be sort according to their categories.
- 6.4 Two bin system should be applied.
- 6.5 Nearly expired items should be place in front and priority to use.
- 6.6 Broken or damage items should be removed from the shelves.
- 6.7 All medical equipment should be plug for charging if applicable

7. MONITORING:

- 7.1 All recorded temperature and humidity monitoring data recorded out of continuous monitoring should be available for review.
- 7.2 PAR level of items should be available for review of items to re – order.
- 7.3 Preventive Periodic Maintenance (PPM) for all medical equipment are documented.

8. HYGEINE:

- 8.1 Storage areas should be kept clean and free from accumulated waste and vermin. A documented sanitation program should be available like:
 - 8.1.1 Checklist of frequency of store cleaning.
 - 8.1.2 Checklist of equipment cleaning as infection should be available.
- 8.2 Hand hygiene area with instructional poster should be available.

9. QUALITY MANAGEMENT:

- 9.1 Guidelines in medical store maintenance and supply management should be available in the unit.
- 9.2 Record staff training should be available.

10. DOCUMENTATION:

- 10.1 Good documentation is a part of maintaining good storage practice. Documenting working action objective are to avoid errors or misjudgement to ensure consistency of method, making sure that instruments or equipment are functioning at all time. Records listed below should be kept at least for 3 years.
 - 10.1.1 Temperature and Humidity records
 - 10.1.2 Cleaning Checklist
 - 10.1.3 Items PAR level
 - 10.1.4 Report records
 - 10.1.5 Report on some issues concerning stocks
 - 10.1.6 Staff training

11. LABELLING:

- 11.1 Labels applied in all containers should be clear, permanently fixed to container and readable.
- 11.2 All container should be labelled.
- 11.3 Labels should be accordingly color coded (Appendix 1).
- 11.4 Labels should contain the following.
 - 11.4.1 Item Name
 - 11.4.2 Item Code
 - 11.4.3 PAR level
 - 11.4.4 Expiry Date
- 11.5 Equipment locations should be marked and label.

12. SELF INSPECTION:

- 12.1 This should be conducted in order to monitor compliance and to trigger necessary corrective and preventive measure. Self-inspection is done independently and detailed by a competent staff. Observation and corrective actions should be reported to the head nurse and documented.

13. PAR – LEVELING CALCULATION:

- 13.1 STEP – 1 = Survey for 1 week for number of daily use of each items.
- 13.2 STEP – 2 = Get the average of daily use items (1 week consumption divided by 7 days).
- 13.3 STEP – 3 = Multiply the average daily used x 7 days = amount consumed for the week (Strategic Store Level).
- 13.4 STEP – 4 = Quantity to be re-order is equal to Strategic Store Level x Safety Margin (1.25 or 1.5) = PAR level each medical supply must maintain a 50% stock of its PAR level maximum.

Example: An item is used at an average rate of 15 per day. It takes 7 days to request for supplies and with a constant safety margin.

- $15 \times 7 = 105$
- $105 \times 1.5 = 157$
- 157 is the PAR level
- $157 \times 50\%$ is the maximum level

Conclusion: When an item reaches below the PAR level of 157, re – order is necessary.

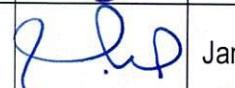
14. APPENDICES:

- 14.1 Color codes for the Stock Room
- 14.2 Bin card

15. REFERENCES:

- 15.1 Ministry of Health, General Nursing Administration, Functions and Duties and Procedures

16. APPROVALS:

	Name	Title	Signature	Date
Prepared by:	Ms. Manal Maseer Al-Shammari	Nursing Quality		January 08, 2025
Reviewed by:	Ms. Haya Aqeel Al-Dhafeeri	Medical store & equipment coordinator		January 13, 2025
Reviewed by:	Ms. Rasha Anwar	Nursing QM&PS Supervisor		January 15, 2025
Reviewed by:	Mr. Abdulelah Ayed Almutairi	QM&PS Director		January 16, 2025
Approved by:	Mr. Sabah Turayhib Al Harbi	Director of Nursing		January 22, 2025

APPENDIX 7.1 Color Codes for the Stock Room

COLOR CODES	CATEGORIES	ITEMS BUT NOT LIMITED TO:
SKY BLUE	IV THERAPY	<ol style="list-style-type: none"> 1. CANNULA 2. SYRINGES 3. NEEDLES 4. PLASTERS 5. TRANSPARENT DRESSING 6. ALCOHOL SWABS 7. IV TUBINGS 8. IV FLUIDS ETC.
YELLOW	PERSONAL PROTECTIVE EQUIPMENTS/ INSPECTION CONTROL ITEMS	<ol style="list-style-type: none"> 1. GLOVES 2. GOWN 3. MASK 4. EYE SHIELDS 5. DISINFECTANT 6. HAND HYGEINE ITEMS ETC.
GREEN	RESPIRATORY CARE	<ol style="list-style-type: none"> 1. OXYGEN MASK 2. NEBULIZATION KIT 3. ALL AIRWAYS MANAGEMENT ITEMS 4. CHEST DRAINAGE 5. SUCTIONS 6. SUCTIONS TUBINGS 7. SUCTION CONTAINERS 8. SUCTION KITS ETC.
BEIGE	DIAGNOSTIC/ ASSESSMENS	<ol style="list-style-type: none"> 1. LABORATORY ITEMS 2. CTG GEL 3. CTG PAPERS 4. ECG PAPERS 5. SWABS 6. URINE BOTTLES 7. VACUTAINER NEEDLES AND CUPS 8. TONGUE DEPRESSOR 9. URINARY CATHETER 10. U BAG ETC.
PINK	BABY AND MOTHERS ITEMS	<ol style="list-style-type: none"> 1. MILK 2. DIAPERS 3. MATERNITY PADS 4. UNDER PADS ETC.
LIGHT BLUE	WOUND CARE	<ol style="list-style-type: none"> 1. GAUZE 2. STERILE ITEMS 3. DRESSING SET 4. SUTURING SET ETC.

BIN CARD 1:

Kingdom of Saudi Arabia
Hafar Al Batin Health Cluster
Maternity and Children Hospital



المملكة العربية السعودية
الجمع الصحي بحفر الباطن
مستشفى الولادة والأطفال

BIN CARD

NO	ITEM	MAXIMUM LEVEL	CURRENT AVAILABLE ITEM				RE-ORDER POINT (MINIMUM)
			1 WK	2 WK	3 WK	4 WK	
1-							
2-							
3-							
4-							
5-							
6-							
7-							
8-							
9-							
10-							
11-							
12-							
13-							
14-							
15-							
16-							
17-							
18-							
19-							
20-							
21-							
22-							
23-							
24-							
25-							
26-							
27-							
28-							
29-							
30-							

BIN CARD 2:

BIN CARD		
ITEM	GREEN SHEET	PARLEVEL
EXPIRY DATE		157
		

MAXIMUM STOCK: PAR LEVEL + 50% = 236