



Department:	Operating Room		
Document:	Internal Policy and Procedure		
Title:	Operating Room Medical and Disposables Supply		
Applies To:	All Anesthesia Technician and Operating Room Nurse		
Preparation Date:	January 07, 2025	Index No:	OR-IPP-036
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1. PURPOSE:

- 1.1 The purpose of this plan is to ensure constant supply at all times in Operating Room.

2. DEFINITIONS:

- 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 Operating Room provides all items (drugs and chemicals, medical supplies), as evidenced in the Medical supply reference book, provided by the Ministry of Health.
- 3.2 The required items needed by the hospital are sent every week according to department needs.
- 3.3 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.

4. PROCEDURE:

- 4.1 The Medical Supply save part of all items by 20%.
- 4.2 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.
- 4.3 If the item is not available in the main Medical supply in the region; the demand by direct purchase before the stock reached below by 20% stock availability.
- 4.4 The request and the amount in medical supply is automated system by sections, according to the weekly schedule provided in every department, for Operating room and Anesthesia Department, its Sunday.
- 4.5 Storage and disbursement of medical supply in Operating Room Department, in accordance to medical supply reference book.
- 4.6 Storage Security and safety of medicines and supplies according to the nature of the items kept in the Operating Room store.
- 4.7 The application process of electronic requisition done systematically in Operating Room Department and monitoring upon disbursement, transfer and storage of medicines and supplies in Operating Room Department. Follow-up developments of new supply available according to medical reference code items.
- 4.8 Follow-up expiration of stock and it will be noted on the disbursement form.
- 4.9 Prepare periodic reports on the department's activities.
- 4.10 Assess the level of achievement of employees and make recommendations necessary to do so.

5. MATERIALS AND EQUIPMENT:

- 5.1 N/A

6. RESPONSIBILITIES

- 6.1 Operating Room Nursing Supervisor
- 6.2 Operating Room Head Nurse
- 6.3 Head of Anesthesia Technician







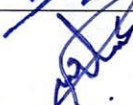

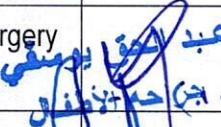
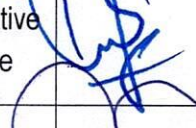

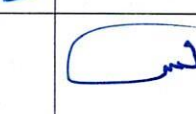

7. APPENDICES:

- 7.1 N/A

8. REFERENCES:

- 8.1 IPCD MCH Hafer Al Batin.

9. APPROVALS:

	Name	Title	Signature	Date
Prepared by:	Ms. Naimah Naif Al Salem	Head Nurse of the Operating Room		January 07, 2025
Prepared by:	Mr. Hamed Matar Alanazi	Head of Anesthesia Technician		January 07, 2025
Reviewed by:	Dr. AbdulGhani Ibrahim	Head of the Operating Room Department		January 07, 2025
Reviewed by:	Mr. Sabah Turayhib Al - Harbi	Director of Nursing		January 09, 2025
Reviewed by:	Ms. Awatif Hamoud Al Harbi	IPCD Director		January 09, 2025
Reviewed by:	Ph. Mutlaq Khelaif Al Dhafeeri	Head of Pharmaceutical Department		January 10, 2025
Reviewed by:	Mr. Abdulaziz Naif Alanazi	CSSD Director		January 10, 2025
Reviewed by:	Engr. Wafi Abdoo Elgaleel	Head of Biomedical Department		January 11, 2025
Reviewed by:	Dr. Mohannad Yaghmour	Head of Obstetrics and Gynecology Department		January 11, 2025
Reviewed by:	Dr. Afif Essid	Head of Pediatric Surgery Department		January 14, 2025
Reviewed by:	Mr. Thamer Nasser Al Anizi	Assistant for Administrative and Operating Service		January 15, 2025
Reviewed by:	Mr. Abdulelah Ayed Al Mutairi	QM&PS Director		January 15, 2025
Reviewed by:	Dr. Tamer Mohamed Naguib	Medical Director		January 16, 2025
Approved by:	Mr. Fahad Hazam Al - Shammery	Hospital Director		January 21, 2025