Ambulatory Clinic Policy and Procedure

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<th>Title: MANAGEMENT OF MEDICAL SUPPLIES</th>
<th>Policy Number: EP 3.4</th>
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<td>Regulation Reference:</td>
<td>Effective Date: 08/2022</td>
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Policy Statement:

It is the policy of Texas Tech Physicians of El Paso (TTP-EP) that all supplies will be maintained secure and those with expiration dates will be checked at least monthly and discarded appropriately.

Scope and Distribution:

This policy applies to all TTP-EP ambulatory clinics.

Procedure:

1. Management of Supplies
   a. All stock supplies will be checked by clinical departments monthly for expiration dates and discarded appropriately.

2. Management of At Risk Supplies
   a. Prescription pads will be kept secured at all times.
   b. All providers will sign out for each prescription pad.
   c. Chemicals and solutions must be stored in a locked cabinet or locked room.

3. Management of Oxygen Tanks
   a. Clinics should utilize “E” tank cylinders for their oxygen needs.
   b. Cylinders should be on a cart or in a storage rack and should never be freestanding at any time.
   c. Cylinders must be tagged with an approved tag noting whether the tank is empty, in use, or full.
   d. Empty tanks must be stored separately from full tanks or tanks in use.
   e. Adaptors or conversion fittings are prohibited
   f. Tanks will be considered empty once they reach 750 PSI. Tanks with a level less than 750 PSI will be taken out of rotation for use and labeled as empty.
   g. Tanks will be checked by the clinical departments on a monthly basis for current oxygen levels.

4. Management of Clean and Sterile Supplies
   a. All clean and sterile supplies should be stored at least six inches from the floor in a clean storage area.
   b. Storage shall be maintained a minimum of 18 inches below sprinkler heads.
   c. Open rack shelving will have a solid plastic bottom to avoid contamination from floor mopping.
   d. Warehouse/transport boxes must not be kept in clean or patient care areas. These boxes must be discarded immediately after placing items in supply cabinets and supply rooms.
   e. If packaging of clean or sterile supplies becomes damaged, torn, soiled, or wet, items inside the package must be discarded.
5. Management of **Linen**
   a. Clean and dirty linen will always be stored separately to avoid contamination of clean linen.
   b. All clean linen should be stored covered and at least six inches from the floor.
   c. Soiled linen should be placed in hampers immediately after use.
   d. Heavily soiled or saturated linen should be individually placed in a red biohazard bag in the exam room prior to placing in the hamper.
   e. Soiled linen bags should be carefully removed when full to avoid possible exposure via wet linen or inappropriately disposed sharps.