

Ambulatory Clinic Policy and Procedure

Title: MANAGEMENT OF MEDICAL SUPPLIES	Policy Number: EP 3.4
Regulation Reference:	Effective Date: 01/2025

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 and documented using EP 3.4A – Oxygen Check Log.
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, and corrugated cardboard 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.

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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.

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Signatory approval on file by: Rajiv Rajani, M.D. Associate Dean of Clinical Affairs Clinic Medical Directors Committee, Chair  Texas Tech Health El Paso	