

1. Central Supply and Sterilization Services

1.1 Issuance of Borrowed Sterile Instrument

This process covers issuance of borrowed sterile instrument forwarded by the requesting clinical areas.

Office or Division:	St. Paul Hospital			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:				
Checklist of Requirements			Where to Secure	
Borrower's Slip			From requesting clinical area	
Borrower's logbook			CSR Unit	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplishes Borrower's Slip and records instrument in the Borrower's Logbook.	1. Checks for the completeness of the accomplished borrower's Slip.	None	3 minutes	<i>Nursing Attendant</i> Central Supply and Sterilization Department
2. Counter checks for the integrity, validity and completeness of the received sterile instrument set.	2. Issues the needed sterile instrument set	None	5 minutes	<i>Nursing Attendant</i> Central Supply and Sterilization Department

3. Affixes signature over stamp name in the borrower's logbook.	3. Counter checks proper recording in the Borrower's Logbook instructed to affix signature.	None	2 minutes	<i>Nursing Attendant</i> Central Supply and Sterilization Department
	TOTAL	None	10 minutes	

1.2 Issuance of Sterile Medical Equipment

This service covers issuance of sterile medical supplies available in conformity with Requisition and Issue Slip (RIS) forwarded by the requesting clinical areas. The requisition of supplies is from Monday to Friday from 8:00 a.m. – 4:00 p.m. Weekly inventory be done every Thursday.

Office or Division:	St. Paul Hospital			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	All Clinical Areas			
Checklist of Requirements			Where to Secure	
Requisition and Issue Slip (2 original)			Clinical Areas	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up requisition slip	1.1 Receive and check for the availability of requested supply and compliance between stock and expense requisition. Notify clinical area for any discrepancy and unavailability.	None	15 minutes	<i>Nursing Attendant</i> Central Supply and Sterilization Department
	1.2 Instructs to wait while preparing the available requested supplies.	None	20 minutes	<i>Nursing Attendant</i> Central Supply and Sterilization Department

2. Receive requested supplies	2.1 Issues requested supplies. Checks and validates the quantity of supplies issued on the supply logbook.	None	5 minutes	<i>Nursing Attendant</i> Central Supply and Sterilization Department
	2.2 Records issued supplies on supply logbook and affix required signature.	None	2 minutes	<i>Nursing Attendant</i> Central Supply and Sterilization Department
Total		None	42 minutes	