


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
JUVENILE INSTITUTIONS**

Subject: Medical Supplies Inventory Management		Policy Number: 6
Number of Pages: 2		Section: XI
Attachments	Related Standards & References	
Supply Control Form XI.6.A; Non-Prescription Supply Control Monitoring Form XI.6.B	ACA Juvenile Healthcare Performance Based Standards: 4-JCF-4C-59, 4-JCF-4C-60	
Effective Date: 06/09/06 Revision Date: 03/01/07, 04/22/08, 06/26/09, 05/01/11	Approved: 	

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, that guidelines shall be established so that adequate stock and supplies necessary for clinic operations are always on hand and to address staff responsibilities for medical and dental supplies inventory management, storage and monitoring within the correctional setting as determined by the Health Services Coordinator. (4-JCF-4C-59)

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

None

III. PROCEDURE

A. Medical Departments shall maintain an inventory of needed medical and dental supplies.

1. When a medical or dental supply is received in the clinic the assigned health care personnel shall verify the items and quantity received by comparing the packing slip and the purchase invoice.
2. A receiving report shall be completed for all medical and dental supplies delivered to the clinic area. This form is forwarded to the Health Services Supervisor for review and then provided to the business office. A copy is maintained in the Medical Department files.

B. All medical and dental supplies shall be stored in designated locked areas with the medical and dental staff having the only keys.

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- C. A perpetual inventory shall be maintained for all medical and dental supplies to make sure that needed stock and supplies are always at hand. These supplies shall be listed on the Supply Control Form XI.6.A. Health Care Personnel shall sign-out supplies in a timely manner to document their use.
- D. Medical and dental instruments and sharps (syringes, needles, and other sharps) are securely stored, controlled and perpetually inventoried. Refer to MDYS Policy XI.7, Medical and Dental Instrument and Sharps Management and MDYS Policy XI.31 Pharmaceutical Receipt, Storage, Inventory and Disposal Management. (4-JCF-4C-60)
- E. The Health Services Supervisor or designated health care professional shall complete the Supply Control Monitoring Form XI.6.B monthly. Any discrepancies shall be reported to the Health Services Coordinator for review and investigation.
- F. The Health Services Coordinator shall revise this policy as necessary