

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
OAKLEY YOUTH DEVELOPMENT CENTER**

<b>Subject:</b> <b>Medical Supplies Inventory Management</b>		<b>Policy Number: 6</b>
<b>Number of Pages: 2</b>		<b>Section: XI</b>
<b>Attachments</b>	<b>Related Standards &amp; References</b>	
Supply Control Form XI.6.A; Non-Prescription Supply Control Monitoring Form XI.6.B	ACA Juvenile Healthcare Performance Based Standards 2009: 4-JCF-4C-60	
<b>Effective Date:</b> 06/09/06 <b>Revision Date:</b> 03/01/07, 04/22/08, 06/26/09, 05/01/11, 11/01/13 <b>Review Date:</b> 11/1/14, 11/12/15	<b>Approved:</b>  <b>James V. Maccarone, Director</b>	

**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 facility setting as determined by the Director of Medical Services. (4-JCF-4C-60)

**II. DEFINITIONS**

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

Health Care Personnel – an individual, whose primary duty is to provide health, dental or mental health services to youth in keeping with their respective levels of education, training, and experience. The individual is licensed in the State of Mississippi without restriction to practice nursing, medicine, dentistry, or psychiatry.

**III. PROCEDURE**

A. The Medical Department 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 business office.

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- B. All medical and dental supplies shall be stored in designated locked areas with the medical and dental staff having the only keys.
- 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 policy XI.7, Medical and Dental Instrument and Sharps Management and policy XI.31 Pharmaceutical Receipt, Storage, Inventory and Disposal Management. (4-JCF-4C-61)
- E. The assigned health care personnel shall complete the Supply Control Monitoring Form XI.6.B monthly. Any discrepancies shall be reported to the Director of Medical Services/designee for review and investigation.
- F. The Director of Medical Services shall revise this policy as necessary