

Beaumont

Origination: 12/14/2021
Effective: 12/14/2021
Last Approved: 12/14/2021
Last Revised: 12/14/2021
Next Review: 12/14/2023
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Area: Laboratory-Hematology
Key Words:
Applicability: Royal Oak

Inventory Control Work Flow - RO

Document Type: Guideline

I. PURPOSE AND OBJECTIVE:

- A. The purpose of this document is to provide the Hematology/ Coagulation staff with instructions for performing inventory control and receiving items. It is expected that, by following this process, there should be sufficient amounts of reagents and supplies available for day to day operations.

II. PROCEDURE:

A. Hematology Staff Responsibilities

1. Taking Inventory

- a. If unable to locate inventory, check with person assigned to that item (refer to Inventory Sheets binder).
- b. Perform a count of assigned inventory. Inventories should be taken on a frequency that matches item usage (i.e. high volume items should have a weekly inventory).
- c. Document on inventory assignment sheet and submit to hematology management by Monday morning.

2. Receive Deliveries from In-House Distribution

- a. It is expected that inventory be checked in on the date of arrival.
- b. Count, check off, and verify each item of inventory against its receiver. Note any quantity shortages.
- c. Sign receivers with your name and date and return one copy to the Materials Management delivery person.
- d. Check-in the inventory if time and staff are available. Otherwise, store inventory at appropriate temperature until it can be checked in.
- e. Place receiver in hematology management's mailbox.
- f. Place a copy with a notation where stock can be located on the HST bench, so that it can be checked in if you are unable to take care of it when it arrives.

3. Date and Stock Received Items

- a. Date each item with receipt date, using pen or special labels printed from Laboratory Information System (LIS) or label printer.
 - b. Shelf the inventory. Store items at appropriate temperature.
 - c. Rotate the inventory so that the earliest expiring material is up front to be used first.
 - d. Notify supervisor if you encounter any problems (e.g. New lot has short shelf life.)
4. **Reconcile Pending Supply Orders**
 - a. Notify hematology management of problems (e.g. items 2 weeks past due).
5. **Opening New Inventory:**
 - a. Verify that the current lot shipment has been depleted before opening new inventory.

III. NOTES:

- A. For document control purposes (i.e. updated vendors, ordering numbers, etc.), it is very important to ensure that you are utilizing the most up-to-date copy of the inventory sheet.
 1. When making copies of the inventory sheets, make sure to place all copies back into the Inventory Sheets binder.
 2. Do not keep inventory sheet copies anywhere except the Inventory Sheets binder.

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Hematology Medical Director Designee	Ann Marie Blenc: System Med Dir, Hematopath	12/14/2021
Policy and Forms Steering Committee Approval (if needed)	Michele Sedlak: Medical Technologist Lead	12/13/2021
Policy and Forms Steering Committee Approval (if needed)	Gail Juleff: Project Mgr Policy	11/23/2021
System Manager	Rebecca Bacarella: Mgr Laboratory	11/23/2021
	Michele Sedlak: Medical Technologist Lead	11/19/2021

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