

**CCEMS
OPERATIONS POLICY 100-23
SUPPLY AND PHARMACEUTICAL INVENTORY TRACKING**

I. PURPOSE

- 1.1 To enable CCEMS to accurately order, track and report all disposable medical supplies and pharmaceuticals used during patient transports.
- 1.2 To establish standard inventory amounts for out-lying stations.
- 1.3 To adhere to the accounting methods set forth by management.

II. POLICY

- 2.1 An approved employee(Supply Officer), assigned by the Director, is responsible for tracking, ordering and reporting all information related to disposable medical supplies in Central Supply.
- 2.2 An assigned paramedic, as approved by the Director, is responsible for tracking, ordering and reporting all information related to pharmaceuticals used by CCEMS.
- 2.3 Central Supply will be maintained at Station 2. A sufficient amount of supplies will be kept in stock to assure replacement and re-stocking as needed.
- 2.4 All pharmaceuticals and disposable medical supplies removed from central supply area will be documented and accounted for on the CCEMS post run sheet, located in Central Supply.
- 2.5 All ambulances will be inventoried on a daily basis to ensure that the amount of inventory, designated by pre-determined inventory guidelines, is the basis by which the vehicle is stocked. The designated forms will be used for this purpose. No changes in the pre-determined inventory will be made without the approval of the Director. This consistency is imperative to the success of the tracking mechanism described herein.

III. PROCEDURE

- 3.1 The Supply Officer will track, order and report all information related to disposable medical supplies.
- 3.2 The assigned paramedic, as approved by the Director, will track, order and report all information related to pharmaceuticals. The approved individual will keep copies of all packing slips received on pharmaceutical shipments. Original packing slips will be forwarded to the business office. All discrepancies regarding pharmaceuticals must be immediately reported to the Director.
- 3.3 Initial check of the transport vehicles will be the responsibility of the entire crew assigned to that vehicle. The crew will acknowledge that the vehicle is stocked, per the pre-determined inventory guidelines, by placing their names on the daily check off forms provided. This initial check will be done when beginning the shift. The only exception will be immediate dispatch on a run. When this occurs, the crew will inventory the vehicle as soon as practical.

- 3.4 Any deviations from the required stock will be brought to the attention of administration in written form. These deviations will be tracked, investigated and corrected to keep the inventory accurate.
- 3.5 The crews will restock from Station 2 whenever possible.
- 3.6 All supplies, including pharmaceuticals, will only be ordered by individuals approved by the Director, as outlined in Section 2.1 and 2.2.
- 3.7 No items will be removed, distributed, or relocated without the authorization of the Director. No pre-determined inventory outlines will be altered in any way, or the allocated amounts or placement changed, without authorization of the Director. Daily inspections of the store areas and vehicles will be done to ensure compliance.

Director: _____

Effective: _____

Reviewed: _____

Revised: _____