



## Stony Brook Medicine Perioperative Services

<b>Subject:</b> ORLD0001 Ordering and Monitoring of Special Order Items/Supplies for the Operating Room	<b>Published Date:</b> 04/26/2022
Operating Room - Leadership	<b>Next Review Date:</b> 04/26/2023
<b>Scope:</b> SBM Stony Brook Campus	<b>Original Creation Date:</b> 09/22/2011

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### **Responsible Department/Division/Committee:**

OR Committee

### **Policy:**

Operating Room Materials Management (OR Implant Manager, Materials Management Specialist and OR Supply Technicians) and Supply Chain Department follows outlined policy when ordering and monitoring "special order items". The policy for event related sterility or manufacturer's expiration dates are followed when monitoring "special order items".

### **Definitions:**

**Special order** - Anything that is not obtained through Central Sterile Supply or Exchange Carts, which are exchanged in the OR daily.

### **Procedures:**

#### **1. Placing "Special Order" Items/Supplies**

- a. The OR Materials Management or Supply Chain Purchasing Clerk (depending on the "special order" items/supplies) enters the item number and quantity of the "special order" items/supplies into the Lawson ordering system. A requisition number is issued for the items by the system.
- b. Purchasing department then places the order with the vendor. A purchase order number is generated in the Lawson system.

- c. Upon delivery of the items/supplies to the hospital, Hospital Receiving Department receives, opens and verifies that items and quantity are correct and match the enclosed packing slip.
- d. The Operating Room Supply Technician goes to receiving and picks up the daily order.
- e. Upon delivery of the items/supplies to the Operating Room Pick room, the OR Supply Technician receives, opens and verifies that the items and quantities are correct and contents match the Lawson receiver.
  - The OR Supply Technician signs the receiver and places the items/supplies in the designated location in the Operating Room.
- f. Ordering "Special Order" items in emergencies is processed in accordance with [EC0019 Ordering Supplies and Equipment In Emergencies](#).

## **2. Monitoring of Special Order Items/Supplies**

- a. The OR Supply Technician performs daily par counts of the "special order" items/supplies in the Operating Room. Different clinical services are inventoried each day of the week.
- b. Completed par sheets are given to OR Materials Manager, who places the order into the Lawson system or sends the list to Supply Chain Purchasers for order placement.
- c. [Management of Inventory/Supplies](#) is followed for checking of expiration dates, checking of package integrity, rotation of stock and elimination of expired inventory.
- d. Items for vendor return are processed as per [LD0091 Return to Vendor Procedure](#).

### **Forms:**

Lawson receiver sheet

### **Policy Cross Reference:**

[ORIC0008 Event-Related Sterility](#)

[EC0019 Ordering Supplies and Equipment In Emergencies](#)

[LD0091 Return to Vendor Procedure](#)

[Management of Inventory/Supplies](#)

### **Relevant Standards/Codes/Rules/Regulations/Statutes:**

None

### **References and Resources:**

None