

GUAM MEMORIAL HOSPITAL AUTHORITY

POLICY REPOSITORY DATABASE

Department/Unit	Responsibility	Policy No.	Policy Title	Effective Date	Reviewed/ Revised Date	Endorsed Date	Rescinded Policy(s) (Dept./Policy #)	Next Review/Update Due Date
Materials Management	Materials Management	1.1	Mission Statement	Nov-98	11/89, 5/94, 6/09	EMC 11/89, 5/94		6/13
Materials Management	Materials Management	1.2	Scope of Services	Sep-01	9/01, 6/09			6/13
Materials Management	Materials Management	1.3	Patient Confidentiality	Sep-01	Jun-09			6/13
Materials Management	Materials Management	1.4	Relations with Various Departments and Vendors	Sep-01	Sep-09			9/13
Materials Management	Materials Management	1.5	Conflict of Interest	Sep-01	Jun-09			6/13
Materials Management	Materials Management	1.6	Budget	Sep-01	Jun-09			6/13
Materials Management	Materials Management	1.7	Communications	Sep-01	Jun-09			6/13
Materials Management	Materials Management	1.8	Cost Containment	Sep-01	Sep-09			6/13
Materials Management	Materials Management	1.9	Solicitation and Acceptance of Gifts	1/30/91	7/92, 9/97, 6/09			6/13
Materials Management	Materials Management	2.1	Position Description / Performance Evaluation Hospital Materials Management Administrator	Sep-01	Jun-09			6/13
Materials Management	Materials Management	2.2	Position Description / Performance Evaluation Assistant Hospital Materials Management Administrator	Sep-01	Jun-09			6/13
Materials Management	Materials Management	2.3	Position Description / Performance Evaluation Central Supply & Receiving Supervisor	Sep-01	Jun-09			6/13
Materials Management	Materials Management	2.4	Position Description / Performance Evaluation Administrative Assistant	Sep-01	Jun-09			6/13
Materials Management	Materials Management	2.5	Position Description / Performance Evaluation Buyer Supervisor II	Sep-01	Jun-09			6/13
Materials Management	Materials Management	2.6	Position Description / Performance Evaluation Inventory Management Officer	Sep-01	Jun-09			6/13
Materials Management	Materials Management	2.7	Position Description / Performance Evaluation Hospital Property Management Officer	Sep-01	Jun-09			6/13
Materials Management	Materials Management	2.8	Position Description / Performance Evaluation Warehouse Supervisor II	Sep-01	Jun-09			6/13
Materials Management	Materials Management	2.9	Position Description / Performance Evaluation Buyer II	Sep-01	Jun-09			6/13
Materials Management	Materials Management	2.10	Position Description / Performance Evaluation Buyer I	Sep-01	Jun-09			6/13
Materials Management	Materials Management	2.11	Position Description / Performance Evaluation Data Control Clerk II	Sep-01	Jun-09			6/13
Materials Management	Materials Management	2.12	Position Description / Performance Evaluation Medical Equipment Technician	Sep-01	Jun-09			6/13
Materials Management	Materials Management	2.13	Position Description / Performance Evaluation Storekeeper II	Sep-01	Jun-09			6/13
Materials Management	Materials Management	2.14	Position Description / Performance Evaluation Storekeeper I	Sep-01	Jun-09			6/13
Materials Management	Materials Management	2.15	Position Description / Performance Evaluation Supply Clerk	Sep-01	Jun-09			6/13
Materials Management	Materials Management	2.16	New Employee Orientation and Training	9/1/2001	Jun-09			6/13
Materials Management	Materials Management	2.17	Training For New Personnel	9/1/2001	Sep-09			9/13
Materials Management	Materials Management	2.18	Performance Evaluations	9/1/2001	Sep-09			9/13

Materials Management	Materials Management	2.19	Continuing Education	9/1/2001	Jun-09		6/13
Materials Management	Materials Management	2.20	Attendance and Tardiness	9/1/2001	Jun-09		6/13
Materials Management	Materials Management	2.21	Disciplinary Action	9/1/2001	Jun-09		6/13
Materials Management	Materials Management	2.22	Dress Code	9/1/1992	7/1/1998, 9/01/2001, 6/2009		6/13
Materials Management	Materials Management	2.23	Personal Hygiene	9/1/2001	Jun-09		6/13
Materials Management	Materials Management	2.24	Employee Photo Identification	9/1/2001	Jun-09		6/13
Materials Management	Materials Management	2.25	Employee Request for Time Off	9/1/2001	Jun-09		6/13
Materials Management	Materials Management	2.26	Sexual Harassment	9/1/2001	Jun-09		6/13
Materials Management	Materials Management	2.27	Meal Periods and Rest Breaks	9/1/2001	Sep-09		9/13
Materials Management	Materials Management	2.28	Personal Telephone Calls	9/1/2001	Jun-09		6/13
Materials Management	Materials Management	3.1	Performance Improvement Plan	9/1/2001	Jun-09		6/13
Materials Management	Materials Management	4.1	Purchasing Policy	Oct-92	5/92, 5/93, 9/01, 6/09		6/13
Materials Management	Materials Management	4.2	Purchase Authorization	Nov-89	10/92, 5/93, 9/93, 9/01, 6/09		9/13
Materials Management	Materials Management	4.3	Purchasing Method - Stock Items	10/1/2004	Jun-09		6/13
Materials Management	Materials Management	4.4	Purchase Orders	May-05	5/05, 6/09		6/13
Materials Management	Materials Management	4.5	Procurement	Sep-01	5/05, 6/09		6/13
Materials Management	Materials Management	4.6	Purchase Order Processing	Sep-01	5/05, 6/09		6/13
Materials Management	Materials Management	4.7	Procurement	Sep-01	5/05, 6/09		6/13
Materials Management	Materials Management	4.8	Cancellation of Pruchase Order	Oct-92	10/92, 5/93, 9/93, 5/94, 9/01, 6/09		6/13
Materials Management	Materials Management	4.9	Catalogs and Price Lists	Nov-89	10/92, 5/93, 9/93, 9/01, 6/09		6/13
Materials Management	Materials Management	4.10	Stock Item Pruchase	Oct-92	10/92, 5/94, 5/93, 9/01, 6/09		6/13
Materials Management	Materials Management	4.11	Special Order Item Purchase	Oct-92	Jun-09		6/13
Materials Management	Materials Management	4.12	Purchase Order Amendments	Oct-92	10/92, 5/94, 5/93, 6/09		6/13
Materials Management	Materials Management	4.13	Use of Drug Formulary and Therapeutic Guide	Nov-89	11/89, 9/93, 9/94, 6/09		6/13
Materials Management	Materials Management	4.16	Procurement of Drugs	Sep-01	9/01, 6/09		6/13
Materials Management	Materials Management	4.17	Purchases - Capital Expenditures - Equipment	Sep-01	9/01, 6/09		6/13
Materials Management	Materials Management	4.18	Purchase of Dietary Products	Sep-01	Jun-09		6/13
Materials Management	Materials Management	4.19	Procurement of Urgent Requirements	Sep-01	9/01, 6/09		6/13
Materials Management	Materials Management	4.20	Petty Cash Procudures	Sep-01	Jun-09		6/13
Materials Management	Materials Management	4.21	Contract Management	Sep-01	Jun-09		6/13
Materials Management	Materials Management	4.22	Service and Maintenance Agreement	Sep-01	Jun-09		6/13
Materials Management	Materials Management	4.23	Contract Orders	Sep-01	Jun-09		6/13
Materials Management	Materials Management	4.24	Review of Open Purchase Orders	Sep-01	Jun-09		6/13
Materials Management	Materials Management	4.25	Competitive Pricing	Sep-01	Jun-09		6/13
Materials Management	Materials Management	4.26	Notification of Price Change or Unit of Measure for Special Order Items	Sep-01	Jun-09		6/13
Materials Management	Materials Management	4.27	Returns	Sep-01	Jun-09		6/13
Materials Management	Materials Management	4.28	Substitutions	Sep-01	9/01, 10/92, 5/93, 9/94, 10/92, 6/09		6/13
Materials Management	Materials Management	4.29	Repair Approvals	Sep-01	9/01, 6/09		6/13
Materials Management	Materials Management	4.32	Invoice Approval / Discrepancies	Sep-01	Jun-09		6/13

Materials Management	Materials Management	4.35	Product and Equipment Evaluation and Standardization	Sep-01	Jun-09			6/13
Materials Management	Materials Management	4.36	Product Review Committee	Sep-01	Jun-09			6/13
Materials Management	Materials Management	4.37	Vendor Registration	Sep-01	9/01, 10/92, 5/93, 5/94, 9/93, 6/09			6/13
Materials Management	Materials Management	4.38	Request for Proposals (RFP)	Sep-01	Jun-09			6/13
Materials Management	Materials Management	5.1	Receiving	Sep-01	9/01, 6/09			6/13
Materials Management	Materials Management	5.2	Receiving Reports	Sep-01	Jun-09			6/13
Materials Management	Materials Management	5.3	Receiving Stock and Non-stock Items	Sep-01	Jun-09			6/13
Materials Management	Materials Management	5.4	Receiving Equipment	Sep-01	Jun-09			6/13
Materials Management	Materials Management	5.5	Incoming Mail	Sep-01	Jun-09			6/13
Materials Management	Materials Management	5.6	Receiving of Parcel Delivery Services (UPS, Federal Express)	Sep-01	9/01, 6/09			6/13
Materials Management	Materials Management	5.7	Emergency Orders	Sep-01	Jun-09			6/13
Materials Management	Materials Management	5.8	Items Received without Purchase Order Numbers	Sep-01	Jun-09			6/13
Materials Management	Materials Management	5.10	Back Orders	Sep-01	Jun-09			6/13
Materials Management	Materials Management	5.11	Damage Claims	Sep-01	Jun-09			6/13
Materials Management	Materials Management	5.12	Receiving Log	Sep-01	Jun-09			6/13
Materials Management	Materials Management	5.13	Delivery of Items	Sep-01	Jun-09			6/13
Materials Management	Materials Management	5.15	Vendor Shipping Errors	Sep-01	Jun-09			6/13
Materials Management	Materials Management	5.16	Returns and Outgoing Shipments	Sep-01	Jun-09			6/13
Materials Management	Materials Management	5.17	Packing and Labeling	Sep-01	Jun-09			6/13
Materials Management	Materials Management	5.18	Return of Repairs and Replacement	Sep-01	Jun-09			6/13
Materials Management	Materials Management	6.1	Automatic Supply Distribution System - PAR Level	Sep-01	Jun-09			6/13
Materials Management	Materials Management	6.2	Supply Distribution - Department Stock Requisition	Sep-01	Jun-09			6/13
Materials Management	Materials Management	6.3	Distribution Schedule	Sep-01	Jun-09			6/13
Materials Management	Materials Management	6.4	Storeroom Layout	Sep-01	Jun-09			6/13
Materials Management	Materials Management	6.5	Supply Stock Rotation	Sep-01	Jun-09			6/13
Materials Management	Materials Management	6.6	Credits and Returns	Sep-01	Jun-09			6/13
Materials Management	Materials Management	6.7	Mail Delivery	Sep-01	Jun-09			6/13
Materials Management	Materials Management	6.8	Sterile Manufactured Supplies Expiration Process	Sep-01	Jun-09			6/13
Materials Management	Materials Management	6.9	Restocking of Emergency Department Advance Life Support (ALS) Supply Carts	Sep-01	Jun-09			6/13
Materials Management	Materials Management	7	Inventory Management Program	Sep-01	Jun-09			6/13
Materials Management	Materials Management	7.1	Inventory Control	Sep-01	Jun-09			6/13
Materials Management	Materials Management	7.2	Computerized Inventory Control System	Sep-01	Jun-09			6/13
Materials Management	Materials Management	7.3	Stock Issues	Sep-01	Jun-09			6/13
Materials Management	Materials Management	7.4	Purchase - Credit to Stock	Sep-01	Jun-09			6/13
Materials Management	Materials Management	7.5	Adjustments to Inventory	Sep-01	Jun-09			6/13
Materials Management	Materials Management	7.7	Criteria for Stock Inventory	Sep-01	Jun-09			6/13
Materials Management	Materials Management	7.8	Request for Additions to Stock Inventory	Sep-01	Jun-09			6/13
Materials Management	Materials Management	7.9	Deletions to Stock Inventory	Sep-01	Jun-09			6/13
Materials Management	Materials Management	7.11	Obsolescence	Jul-09	Jun-09			6/13
Materials Management	Materials Management	8	Property Management Program	Sep-01	Jun-09			6/13

Materials Management	Materials Management	8.1	Equipment Loan	Nov-89	9/01, 10/92, 5/93, 9/93, 6/09			6/13
Materials Management	Materials Management	8.2	Disposition of Assests Equipment	Sep-01	Jun-09			6/13
Materials Management	Materials Management	8.3	Property Control	Sep-01	Jun-09			6/13
Materials Management	Materials Management	8.4	Donations of Equipment and Supplies	10/1/1992	Aug-09	EMC 9/92; Product Standardization Committee 10/92		8/13
Materials Management	Materials Management	9	Product Recalls and Alerts	Sep-01	Jun-09			6/13
Materials Management	Materials Management	10	Use of Non-GMHA Medical Equipment at GMHA	Sep-01	Jun-09			6/13