



Rancho Los Amigos National Rehabilitation Center PHYSICAL THERAPY DEPARTMENT POLICY AND PROCEDURE

Accessing Central Supply During the Weekends

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PURPOSE: Central Supply is available seven days per week, with minimal staffing on weekends. Anticipated weekend supplies should be requested Friday before 4:30 p.m.

PROCEDURE:

For unanticipated weekend supplies:

1. Determine type of supplies and quantity needed.
2. Page Central Supply (CS) warehouse staff at (562) 466-0812.
3. When CS responds:
 - a. Identify yourself and location.
 - b. What type of supplies and quantity are required.
(If Central Supply cannot deliver, be prepared to pick up supplies, as staff is minimal on weekends.)
4. If no response:
 - a. Dial "0" for the hospital operator and ask to page the Hospital Charge Nurse.
 - b. Identify yourself and location.
 - c. Inform the charge nurse that CS did not respond to the page, and request the supplies and quantity needed

For emergency requests:

1. Dial "0" for the hospital operator and ask the operator to page the Hospital Charge Nurse.
2. Identify yourself and location.
3. Tell the charge nurse what supplies are needed
4. Be prepared to provide an explanation/justification.


Director, Physical Therapy Department