

HARBOR-UCLA MEDICAL CENTER

SUBJECT: SOFT-SIDED PATIENT FURNITURE/PAD REPLACEMENT

POLICY NO. 507

PURPOSE:

To ensure that all soft-sided patient furniture and pads remain intact and that a process exists for replacement.

POLICY:

Harbor-UCLA will have a procedure in place to ensure that any ripped, torn or damaged soft-sided patient furniture and pads are replaced in a timely manner.

PROCEDURE:

Harbor-UCLA Medical Center shall ensure that Nursing, Facilities Management or Environmental Services identifies any soft-sided furniture and/or pad that is not intact. During normal working hours, a call is made to Facilities Management at (310) 222-3301. If work order after business hours or during off shift is needed, a call can be made to Facilities Management at (310) 222-3326. An annual inventory of soft-sided patient care furniture and pads will be conducted and reported to the Environment of Care and Infection Control Committees.

A Periodic Automatic Replenishment (PAR) level of adult in-patient mattresses and five (5) psychiatric mattresses will be maintained at all times. Facilities Management is responsible for ensuring the PAR is maintained.

EFFECTIVE DATE: 2/12

SUPERSEDES:

REVISED: 6/15, 6/18

REVIEWED: 6/15, 6/18

REVIEW COMMITTEE:

APPROVED BY: _____

Kim McKenzie, RN, MSN, CPHQ
Chief Executive Officer

Anish Mahajan, MD
Chief Medical Officer

Patricia Soltero Sanchez, RN, MSN, CPHQ
Chief Nursing Officer

Signature(s) on File.