## Purpose

The purpose of this policy is to establish the SYSC medical supply procedure.

## Procedure

### Nurse Review

A. At the beginning of each shift, the night nurse shall review all notebooks for orders of procedures/treatments for the residents within the next 24-hour period.

### Preparation of Medical Supplies

A. The night-shift nurse shall prepare the necessary medical supplies for all procedures and/or treatments that will be performed within the next 24-hour period.

### Restocking Supplies

A. Nurses shall restock medical supplies in the following manner:

1. Based on the medications and treatments ordered, the nurse shall restock the supplies needed to perform the procedures/treatments in the appropriate rooms (examination room, medication preparation room, and so on).

2. Restocking is based on pre-established stock items as well as those needed to perform the specified procedures/treatments. These are placed on the appropriate shelves, drawers, refrigerators, and so on.

3. The nurse shall notify the Nursing Coordinator of items that are missing or low in stock.