

SOP Template: Issuance and Requisition Process for Medical Items

This SOP details the **issuance and requisition process for medical items**, covering the procedures for requesting, approving, and distributing medical supplies within the facility. It ensures accurate tracking of inventory, proper documentation, timely fulfillment of requests, and compliance with regulatory standards to maintain sufficient stock levels and support effective healthcare service delivery.

1. Purpose

To establish a standardized process for the requisition, approval, issuance, and documentation of medical items, ensuring prompt and accountable supply to all departments.

2. Scope

This SOP applies to all staff members involved in the requesting, approving, handling, and distribution of medical items within the facility.

3. Responsibilities

- **Requestor:** Initiates requisition for required medical items.
- **Department Head/Supervisor:** Reviews and approves or rejects requests.
- **Store/Inventory Officer:** Checks stock, issues items, maintains inventory records.
- **Pharmacy/Logistics Manager:** Oversees process compliance and addresses discrepancies.

4. Definitions

- **Medical Item:** Any consumable, equipment, or supply used for medical purposes within the facility.
- **Requisition Form:** Standard document for requesting medical items.
- **Issuance Log:** Record listing all items released from inventory.

5. Procedure

- 1. Requisition of Items**
 - Staff member fills out a Medical Item Requisition Form, specifying item description, quantity, department, and justification if required.
 - Form is submitted to the Department Head/Supervisor for review.
- 2. Approval Process**
 - Department Head/Supervisor reviews request for accuracy and necessity.
 - If approved, the requisition is signed and forwarded to the Store/Inventory Officer.
 - If rejected, the requestor is notified with reasons for rejection.
- 3. Issuance of Items**
 - Store/Inventory Officer verifies stock availability and records items to be issued.
 - Inventory records are updated to reflect issued quantities.
 - Items are handed over to the approved recipient. Recipient signs the Issuance Log.
- 4. Documentation and Tracking**
 - All requisition forms and issuance records are filed systematically.
 - Inventory is periodically checked against issuance records for discrepancies.
- 5. Reporting**
 - Regular reports on requisition and issuance trends are generated for management review.
 - Incidents of stockouts, overuse, or discrepancies are reported immediately to the Pharmacy/Logistics Manager.

6. Records and Forms

Document Name	Description	Retention Period
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Medical Item Requisition Form	Used to request medical items	2 years
Issuance Log	Record of all items issued from inventory	2 years
Inventory Register	Tracks current stock levels	Ongoing

7. Compliance and Audit

- All procedures shall comply with local regulatory standards.
- Regular internal audits must be carried out to ensure policy adherence and to identify areas of improvement.

8. Revision History

Date	Version	Changes Made	Approved By
2024-06-21	1.0	Initial draft	[Name/Designation]