**Procedure Template – Administrative Activity**

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| Title:  [*A brief phrase or description of the activity that is to be performed*]  (*Sample*) Inventory Personal Protective Equipment (PPE) | |
| Approved by:  [*The printed and signed name of the person authorized to approve this procedure*.]  (*sample*) Christopher Kringle\_\_\_\_\_  Printed  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title | Revision Date:  [*The date on which the procedure was approved after creation or revision*.]  mm/dd/yyyy |
| Purpose:  [*A clear and concise statement that describes what will be accomplished by performing the steps of this procedure*.]  (*Sample*) The purpose of this procedure is to accurately inventory all PPE maintained for daily and emergency use at [name of facility]. | |
| When Applied:  [*Provide a clear description of the frequency, timetable or trip points that would cause a need for this procedure to be implemented.*]  (*Sample)* This procedure is to be performed every six months or whenever a community or local medical incident put a high demand on existing quantities. | |

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| Pre-Requisites:  [*This section is used to provide instructions addressing the tools, forms, approvals or equipment needed before starting the procedure*.]  (Sample) Prior to starting this procedure obtain the following:   * A copy of the PPE inventory list from the Emergency Plan, Attachment B-4. * Inform the Materials Coordinator that you will be performing the inventory check. * Obtain a key to the secure storage location. |
| *Steps:*  *[This section is used to provide step-by-step instructions to the user for all actions needed to successfully complete the procedure and meet the purpose of the procedure.]*  *(Sample)*   1. Ensure all pre-requisites have been completed. 2. Verify that all PPE listed on the PPE Inventory List (Emergency Plan, Attachment B-4) are located in the designated storage area. The following verification elements should be noted:    1. The PPE item name matches the name on the inventory list    2. Containers are properly labeled    3. The size designations are correct    4. Quantity values are correct.    5. Check for expirations dates that have passed 3. Note any discrepancies on the PPE Inventory List 4. When completed:    1. Ensure the secure storage location is locked    2. Return the secure storage location key to the proper location    3. Give the completed PPE Inventory List to the Materials Coordinator |