

## Worksheet 8: Inventory Management Protocol

### Disposable Devices:

- Order enough so you don't run out
- Monitor use and order when XX are left. You will be able to soon figure out how many devices are used per month in each program site and keep a month's supply on hand. You can then order when you get to this number, so you will always have a supply.
- Monitor expiration dates and store product that is expiring sooner in the front
- Make sure there are enough paper logs available to distribute to every patient
- Place a couple of device readers in the clinical area and have some back-ups

### Reusable Devices:

- Order enough devices to have on hand
- Monitor warranty periods for the transmitters and order new units before the current ones fall outside of warranty period
- Track devices to ensure that they are returned by the patient in a timely fashion
- Consider having patient sign a contract that they promise to return the transmitter to clinic
- Set up an area in clinic for cleaning and disinfecting the transmitter
- Ensure that staff is following the procedure for cleaning and disinfecting