



**CRH** SIKKIM  
MANIPAL  
UNIVERSITY  
CENTRAL REFERRAL HOSPITAL - SMIMS

## Documented Procedure

TITLE: SOP for Procurement and Use of Implantable  
Prosthesis & Medical Devices

DOCUMENT NO: *SOP/CRH/MOM/POI/16*

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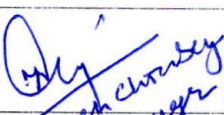
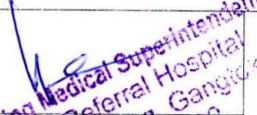
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# Standard Operating Procedure for Procurement and Use of Implantable Prosthesis & Medical Devices

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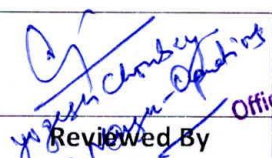

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## 1. Abbreviations & Definitions

### 1.1 Abbreviation

MS	Medical Superintendent
HO	Head Operations
CRH	Central Referral Hospital
SMIMS	Sikkim Manipal Institute of Medical Sciences
PR	Purchase Requisition
PO	Purchase Order
FAN	Financial Authorization number
DMR	Daily Material Receipt
GRN	Goods Receipt Note
HIS	Hospital Information System
SIV	Store Intend Voucher

### 1.2 Definition:

Implantable prosthesis and medical devices are manufactured as per national/international guidelines for implanting in human body for their treatment under proper guideline.


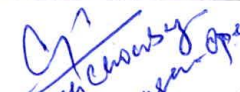

## 2. Expected Outcome:

To ensure availability of implantable prosthesis for patients along with ensuring minimum inventory cost to the hospital.

## 3. Objective/Purpose:

To streamline the process of procurement and utilization of implants for various procedures.

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#### 4. Scope:

The scope will include to the procurement and consumption of implants for:

1. Orthopaedic Surgery
2. Neuro Surgery
3. Dental Surgery
4. Cardiology

#### 5. Process:

The steps to be followed for procurement of implants are as under:

##### 5.1 STEP I:

##### *Procedure for raising the call for requirement of implants:*

In case of requirement of Implants the operating surgeons will post the requirement with specification of Implants to Asst. Manager - Purchase. The request should include:


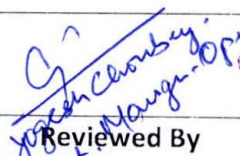

1. Implant Details
2. Patients Name
3. Hospital No.
4. Date and Time of Surgery

##### 5.2 STEP II:

##### *Procedure for placing the order:*

Asst. Manager - Purchase will inform the Vendor for supplying the Implants. Asst. Manager - Purchase will keep all concerned informed regarding the order and the arrival of implants.

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### 5.3 STEP III:

#### *Procedure for Receiving of Implants:*

The implants will be received at Bulk Pharmacy Store and then handed over to OT Staff with proper documentation in 'Implant Register'. Implants that need sterilization will be sterilized through proper process before surgery. The unused implants shall be returned back to 'Bulk Pharmacy' after the procedure.

### 5.4 STEP IV:

#### *Procedure for Sterilization of Implants:*

The OT Staff will inform the CSSD Staff for Sterilization and get it done well before schedule of surgery. Any sterilization which is required to be done on urgent basis during night hours shall be communicated to on call staff at CSSD. Assistant Manager - Operations / Patient Care In-charge can be contacted in case of any problem.

### 5.5 STEP V:

The sterilized implants are then send to Operation Theatre/ Cath Lab. The Surgeon / Consultant counsels the patient party about the details of the implant / medical device like brand, type, use and how to maintain safety after completion of surgery and discharge.


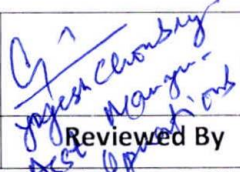

The batch number and serial number (if provided by the manufacturer) of the implant/medical device is maintained in the patient file and it is also provided in the discharge summary.

### 5.6. STEP VI:

#### *Procedure for sending the Prescription of Used Implants:*

The operating surgeon will prescribe the implants used in the Prescription form and it will be send to purchase department for further processing.

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### 5.7 STEP VII:

#### *Procedure for Price Confirmation:*

Asst. Manager – Purchase will confirm the price of the used implants and send the necessary documents to bulk pharmacy for raising the Purchase Requisition (PR).

### 5.8 STEP VIII:

#### *Procedure for raising Purchase Requisition (PR):*




1. The purchase requisition will be raised by Bulk Pharmacy with the Price confirmed by Purchase department.
2. After approval from Head Operations and Medical Superintendent the Purchase Requisition will be send for FAN approval to 'Finance Department'.
3. Once the FAN Approval is done- PO will be issued by Deputy Manager – Pharmacy with Approval from HO & MS.
4. The Supplier will generate online way bill (wherever applicable) for Purchase Order.
5. Scan copy of the invoice will be received from the Vendor.
6. GRN of the implants will be done at Bulk Pharmacy.
7. After GRN the stock transfer of implants will done from Bulk Pharmacy to In-patient Pharmacy in SMUERP.
8. The In-patient Pharmacy will generate bill for the implants.

### 5.9 STEP IX

#### *Procedure for Inclusion of bill in Patient's Bill:*

The Inpatient Pharmacy will send the copy of bill to Billing Department. The billing department will include the bill of the implants in the patient's bill.

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### 5.10 STEP X

#### *Procedure for processing of Payment of implants to Vendor:*

1. The bulk Pharmacy will send the Invoice Copy, GRN, Purchase Order (PO) and Purchase Requisition (PR) to Head Operations and Medical Superintendent for approval.
2. The approval copy will be forwarded to Finance Department for payment.

### 5.11 STEP XI

#### *Procedure for release of payment:*

1. The Finance department will release the payment after verification of all documents.
2. Any follow-up required for payment to Vendor will be done by Asst. Manager – Purchase.


### 6. Responsibility:

1. Operating Surgeon / Consultant
2. Asst. Manager – Purchase
3. Deputy Manager – Pharmacy
4. In-charge – Bulk Pharmacy
5. Asst. Manager – Operations
6. Sr. Executive – Operations (Patient Care In-charge)
7. OT In-charge Nurse,
8. CSSD In-charge
9. Billing In-charge
10. Finance Manager

### 1. Records & References:

1. Local Dispatch Register – Location Purchase Department

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