



DEPARTMENT OF THE NAVY
NAVAL DENTAL CENTER
2310 CRAVEN ST.
BOX 368147
SAN DIEGO, CALIFORNIA 92136-5596

ORIGINAL

NAVDENCENS DIEGO INST 6770.1
013
23 JAN 1996

NAVDENCEN SAN DIEGO INSTRUCTION 6770.1

Subj: LINEN MANAGEMENT PROGRAM

Ref: (a) NAVMEDCOMINST 6770.1
(b) NAVDENCENS DIEGO INST 6600.10 Series

Encl: (1) Inventory Procedures Flow Chart
(2) Dental Clinic Linen Process Flow Chart

1. Purpose. To establish a Linen Management Program and to promulgate reporting requirements in accordance with reference (a).
2. Policy. Branch dental clinics shall, at all times maintain adequate supplies of clean linen necessary to ensure the highest standards of dental care delivery. Infection control programs and procedures will be performed in strict compliance with reference (a). The safety of patients and staff is the primary responsibility of all personnel.
3. Responsibility. The Head, Operating Management is responsible for obtaining adequate supplies of clean linen, maintained under control and protected against contamination, which are essential to the assurance of quality patient care. It is the responsibility of each member of this command to become aware of and practice proper infection control procedures as outlined in reference (b).
4. Standards. Standards for conducting the linen management program are as follows:
 - a. Storage and Security. Security procedures should include all actions considered appropriate to deter pilferage and prevent the unauthorized use of linen. Security procedures shall include but are not limited to the following:
 - (1) Storage Areas. Bulk storage areas for clean linen shall be in an accessible and centrally located area in each clinic. Storage of clean linen in any unauthorized area is prohibited. Storage and handling of soiled linen is to be done in locations separated from clean linen processing, from patient rooms, and from areas in which clean material and equipment are stored.



(2) Issue. Clean linen shall be issued on a daily basis or more frequently as needed. The Branch Clinic Linen Officer/Petty Officer shall ensure supplies of linen are available for after hours and weekend care.

(3) Laundry. Linen Officers/Petty Officers shall count each article of linen prior to and upon receipt from the laundry contractor.

b. Training. Clinic enlisted personnel shall be trained annually in the linen management program by the Linen Coordinator or respective Clinic Linen Manager. The training program should include emphasis on loss awareness and proper care of linen. Additionally, Branch Clinic Linen Officers/Petty Officers will have formal linen management training before assuming their duties.

5. Action

a. Inventory. An accurate initial inventory is essential for tracking, ordering and maintaining proper levels of linen available in each clinic (see enclosure (1)). Assigned clinic linen personnel must maintain a two day supply of linen. The established linen inventory procedures are as follows:

(1) Maintain a file of the initial amount of linen received.

(2) Maintain a documented count on amount of linen sent to be laundered.

(3) Maintain a documented count of linen available which is in stock

(4) The initial amount of linen received should coincide with the amount of linen being laundered and the amount of linen available in stock.

b. Linen Process. The designated linen process for Naval Dental Center (see enclosure (2)) is as follows:

(1) The Naval Dental Center will maintain a six day supply of clean linen for distribution.

(2) Assigned clinic linen representatives will maintain a two day supply of clean linen.

(3) Linen is to be distributed to customers as needed.

(4) Soiled linen is placed in a central storage container. Large clinics may find it advantageous to use separate containers for specific linen items.

(5) Each morning the assigned clinic linen personnel will count, bag, and label the soiled linen. This process will be accomplished using infection control standards per reference (b).

(6) Bagged soiled linen will then be picked-up by Naval Dental Center Linen personnel. The exchange with the clinic is done on a one to one basis for scrub suits, gowns, and laboratory coats. This one to one exchange is performed according to the amount of soiled items which were turned in the previous day. The amounts of other linen can be adjusted as needed.

(7) Clean linen is placed on the appropriate shelf in the designated linen storage area.

(8) Responsibility for a correct one for one exchange ultimately rests with the clinic.

(9) Northern clinics shall conform with applicable portions of this process, otherwise comply with procedures set forth locally.

c. Branch Directors shall:

(1) Establish a linen management program as outlined in this instruction.

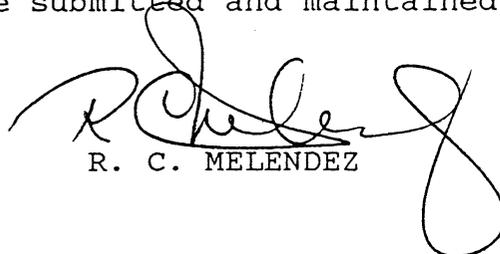
(2) Appoint a Linen Management Petty Officer to carry out an efficient linen management program.

(3) Include Linen Management as a topic in Inservice Training Programs.

d. Head Operating Management shall:

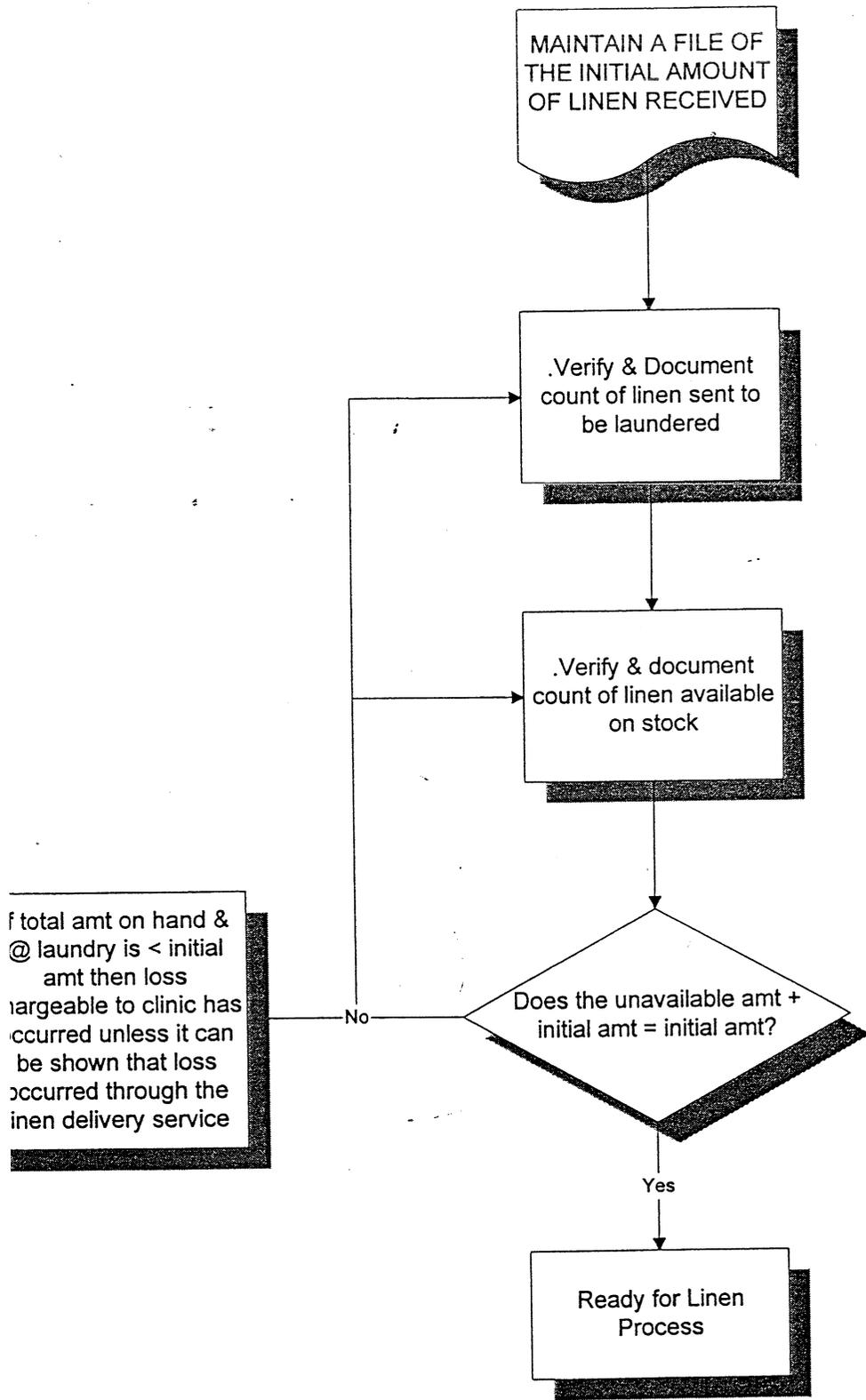
(1) Be responsible for the overall program coordination.

(2) Ensure reports are submitted and maintained as directed.


R. C. MELENDEZ

Dist:
List 1, Case 1, 2

INVENTORY PROCEDURES



BRANCH DENTAL CLINIC LINEN PROCESS

NAVDENCENS DIEGO INST 6770.1
23 JAN 1996

