PURPOSE: To establish a method of accounting for sharps, needles and syringes.

POLICY:

I. Sharps, needles and syringes will be accounted for at all times in order to maintain security and inventory.

II. The facility Director of Nurses (TTUHSC)/Nurse Manager (UTMB) and the designated Dentist will be responsible for maintaining appropriate records on all sharps, needles and syringes in accordance with departmental manuals and accreditation standards.

III. Records will be maintained for three years. Records will be maintained in ink or electronically with back up to a disk.

Reference: Nursing Manual
Dental Manual
ACA Standard 4-4378 (Ref. 3-4341), Pharmaceuticals (Mandatory)
ACA Standard 4-4421 (Ref. 3-4188), Medical and Dental Instruments (Mandatory)
Executive Services: SLR/05 State of Texas records Retention Schedule