

CORRECTIONAL MANAGED HEALTH CARE POLICY MANUAL	Effective Date: 07/15	NUMBER: D-28.2 Page <u> 1 </u> of <u> 1 </u>
	Replaces: 3-52, 4-14	
	Formulated: 4/89	
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SHARP, NEEDLE AND SYRINGE CONTROL		

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