


LINEN CONTROL POLICY



ASSOCIATED HOSPITAL




GOVERNMENT MEDICAL COLLEGE KATHUA

LINEN CONTROL POLICY

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LINEN CONTROL POLICY

Document Approval

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LINEN CONTROL POLICY

POLICY-

To select, purchase, use and handle the Linen as per protocol.

PURPOSE -

1. To formulate Linen Control Policy.
2. Outlining the duties, functions and responsibilities of all the persons in the department involved in Linen service.
3. Monitoring and evaluation from time to time.

SCOPE-

Store Incharge, Linen Incharge, Outsource Agency for Laundry.

COMMITTEE MEMBERS-

- | | |
|-----------------------|-------------------------|
| 1. Dr. Yangchen Dolma | Medical Superintendent. |
| 2. Dr. Mohinder Lal | I/c MO Store |
| 3. Meetal Julia | Matron |
| 4. Sudershan Devi | N.Supervisor |
| 5. Kehar Singh | Storekeeper |
| 6. Kanta Devi | I/c Linen Store |

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DESCRIPTION OF THE PROCESS:-

LINEN REQUIREMENTS:

Six complete sets of Linen per bed are required based on 100% hospital occupancy and 40 hours laundry works per week. The six sets of linen per bed are to be allotted as under:-

- One set on Patient's bed.
- One set enroute to laundry.
- One set being processed in laundry.
- One set ready for use.
- Two sets in ward store, for use in case of emergencies.

LINEN CONTROL PROGRAMME

- The linen selected for use is of standard quality.
- Right linen is at right place at right time.
- Soiled Linen to be handled in separate laundry bag.
- The misuse of linen is as low as possible.
- The linen control program is functioning at all times.

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SECURITY OF LINEN

- Ensure proper locking of store room and restriction of number of persons having access to them.
- Proper sealing of the containers and bags during transit of linen from one area to another and foolproof system of receipt at each stage.
- Responsibility fixation of staff holding the charge of linen in different areas.
- Regular physical verification to pinpoint the extent and type of loss with proper preventive action by the administration.
- Frequent and adequate condemnation of linen articles.
- Ensure labeling and marking to avoid missing and mixing of linen with that of other areas.
- Proper maintenance of all the records must always be maintained to
 - Know how many old and new linen are in circulation in a hospital.
 - Know about sufficiency of linen in circulation.
 - Ensure that the rate of replacement relates to the rate of condemnation.
 - Reduce chances of theft or losses.
- Proper security arrangements at the exit of the Hospital areas and reduction of exits to a minimum level.
- Disinfection of linen by 1% Sodium Hypochlorite Solution (COVID-19 Protocol) for 30 minutes.
- For purpose of linen exchanges, sisters-in-charge of these areas send the dirty linen to the laundry and from laundry the linen comes back to these areas, after washing.

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ORGANIZATION OF LINEN

- Soiled Linen to be kept in Yellow Laundry bags.
- Other Linen to be kept in Green Laundry bags.
- Change of bed sheets as per color coding.
 - *Monday and Thursday :* ***Green.***
 - *Tuesday and Friday :* ***Pink.***
 - *Wednesday and Saturday* ***Blue.***
 - *Sunday* ***White.***