

OREGON STATE HOSPITAL

POLICY

SECTION 4: Fiscal **POLICY: 4.018**

SUBJECT: OSH Purchase and Maintenance: Supplies,
Assets, and Equipment

POINT PERSON: Chief Financial Officer

APPROVED: Dolores Matteucci **DATE: MAY 4, 2023**
Superintendent

SELECT ONE: New policy Minor/technical revision of existing policy
 Reaffirmation of existing policy Major revision of existing policy

I. PURPOSE AND APPLICABILITY

A. Oregon State Hospital (OSH) recognizes it has a responsibility to use state funds appropriately and verify all products purchased to be used generally in the hospital and in patient care areas are considered safe for the environment. To that end, this policy:

1. Establishes the Oregon State Hospital (OSH) purchase process for supplies, assets, and equipment;
2. Establishes an evaluation and approval process for purchases made for use in patient care areas; and
3. Describes the role of the OSH Warehouse.

B. This policy applies to all staff.

II. POLICY

A. The OSH Warehouse provides a centralized storage and distribution facility from which staff order general, janitorial, and office supplies; forms; laundry; clothing; medical supplies; furniture; and furnishings to meet patient needs and conduct OSH business.

B. All purchases of any items must have appropriate prior approval and must follow processes delineated in this and other applicable OSH policies, agency policies, law, and accrediting body regulations including, but not limited to, OSH policy 5.031, "Flexible Work Solutions," OSH policy 6.060, "Electronic Device Access,"

OSH policy 7.002, "Media Access for Patients," OSH policy 8.037, "Patient Property and Valuables," and OSH policy 8.044, "Contraband."

1. Appropriate prior approval must include documented approval received from a manager that:
 - a. Is an authorized signer with appropriate financial expenditure decision authority granted per OSH policy 1.016, "OSH Delegation of Authority," and
 - b. Has completed Small Purchase Order Transaction System (SPOTS) training per Procedures C (only if the purchase method is a SPOTS card).
 2. Patient purchases and purchases related to patient property must follow OSH policy 8.037, "Patient Property and Valuables: Handling and Storage," and OSH policy 4.010, "Patient Funds."
- C. All OSH purchases using state funds must follow the buy decision process as described in Oregon Administrative Rule (OAR) 125-247-0200, with an additional step of starting with OSH Warehouse as the first purchase source. Purchase and maintenance of general supplies, assets, electrical equipment, small equipment, furniture, appliances, non-medical equipment, and fixtures must follow Procedures A.
1. Assets are tracked per the asset accounting system established in OSH policy 4.007, "Capital and Non-Capital Assets."
 2. Electrical equipment must be purchased per this policy and OSH policy 3.002, "Electrical Equipment." Electrical equipment must be operated per parameters described in OSH policy 3.002.
 3. Medical equipment and goods are purchased per OSH policy 4.012, "Medical Equipment or Goods and Outside Medical Service Purchase," and maintained per OSH policy 3.003, "Medical Equipment Safety."
 4. Information Technology (IT) equipment hardware and software is purchased and maintained per OSH policy 1.005, "Information Technology Hardware and Software: Purchasing and Use." Mobile communication devices are purchased per OSH policy 1.005.
 5. OSH contracts and agreements are established and amended per OSH policy 4.020, "Contracts and Agreements at OSH."
- D. OSH and its addresses may not be used as a delivery address for anything other than purchases made on behalf of patients or OSH business.
- E. All staff involved in the purchase process must apply relevant trainings and tools designed to verify that state funds are used appropriately, and that all purchases

are safe for the environment in which the purchase is intended to be used (i.e., purchases intended for use in patient care areas must be safe for use in that area).

1. OSH Safety department maintains a list of patient care area room risk levels as defined in OSH policy 8.009, "OSH Safety Program."
2. OSH Safety department evaluates products for safety using a Product Risk Assessment (PRA) process approved by the Clinical and Environmental Risk Committee (CLERC). OSH Safety maintains a log of completed PRAs.
 - a. Staff may not purchase products for use in patient care areas that have not been assessed by OSH Safety department.
 - b. Staff may not use products in patient care areas where that product has not been approved for use.
 - c. Staff must have proper manager permission to purchase and use products in patient care areas.
 - i. A completed PRA does not indicate manager permission.
 - ii. Items in patient care areas must be used per PRA guidelines and any CLERC recommendations (e.g., risk mitigation plans, etc.).
 - d. If a product has not been assessed for safety through a PRA, an OSH Safety department Safety Officer must complete a PRA as requested by purchasing staff per Procedures B.
 - e. PRA determinations may be appealed by Program Directors. Only the Clinical and Environmental Risk Committee (CLERC) or the Superintendent or their designee may override a PRA safety evaluation.
- F. Additional training, purchase, and documentation requirements for small purchase transaction system (SPOTS) cardholders, staff applying for a SPOTS card, and other staff involved with the SPOTS purchase process are per Procedures C.
- G. Oregon State Hospital (OSH) follows all applicable regulations, including federal and state statutes and rules; Oregon Department of Administrative Services (DAS), Shared Services, and Oregon Health Authority (OHA) policies; and relevant accreditation standards. Such regulations supersede the provisions of this policy unless this policy is more restrictive.
- H. Staff who fail to comply with this policy or related policy attachments or protocols may be subject to disciplinary action, up to and including dismissal.

III. DEFINITIONS

- A. "Asset" in this policy refers to capital and non-capital assets. For the purposes of this policy, assets do not include information technology hardware or software.
- B. "Appliances" in this policy refers to an electric device or instrument designed to perform a specific function, such as stoves, washing machines, dishwashers, microwaves, etc.
- C. "Capital asset" is as defined in OSH policy 4.007, "Capital and Non-Capital Assets." Capital asset means tangible or intangible property used in agency operations having an initial estimated useful life of more than one year and an initial cost (including ancillary charges) of \$5,000 or more.
- D. "Electrical equipment" is as defined in OSH policy 3.002, "Electrical Equipment and Resource Conservation." includes, but is not limited to, heating, ventilating, and air conditioning units (HVAC), interior and exterior lighting. For the purposes of this policy, electrical equipment does not include personal appliances.
- E. "General supplies" are non-medical equipment supplies or goods used in regular operation of business. General supplies include, but are not limited to, office supplies (pens, pencils, paper, packaging materials, etc.), janitorial supplies, etc.
- F. "Furniture" in this policy refers to office furniture (desks, sit-to-stand stations, office chairs, etc.), and other furniture used in general hospital or patient care areas (beds, chairs, conference tables, etc.).
- G. "Mobile communication devices" are as defined in OSH policy 1.005, "Information Technology Hardware and Software: Purchasing and Use." Mobile communication devices include, but are not limited to, cellular phones, smart phones, tablets with cellular service capabilities, Mi-Fi, Hotspots, modems, etc. Tablets that do not have cellular service capabilities are not considered mobile communication devices.
- H. "Non-capital asset" is as defined in OSH policy 4.007, "Capital and Non-Capital Assets." Non-capital asset means tangible or intangible property used in agency operations with an initial estimated useful life of one year or more, and an initial cost (including ancillary charges) of less than \$5,000.
- I. "Patient care area(s)" in this policy means any place at OSH that a patient may have unrestricted or supervised access to or may spend time in, which includes, but is not limited to, units, treatment malls, quads, ballfield, etc.
- J. "Personal appliance" is as defined in OSH policy 3.002, "Electrical Equipment and Resource Conservation." Personal appliance is as defined in DAS policy 107-011-010. Personal appliance means any privately-owned device that requires energy

or produces heat, designed for residential use, brought into the workplace for an individual's use.

- K. "Purchase Safety Checklist" in this policy is a required checklist maintained by OSH Safety department of all purchase safety process steps purchasing staff must complete.
- L. "Purchasing staff" in this policy means staff that are SPOTS cardholders or other staff authorized to make purchases using OSH funds.
- M. "Receiver(s)" means packing slip signed by the individual receiving the purchase to confirm purchase receipt.
- N. "Safety evaluation" in this policy is an assessment completed by a Safety Officer to determine the level of risk and mitigation recommendations of a product for patient or staff use.
- O. "Small equipment" in this policy includes, but is not limited to, desk phones and other leased equipment such as printers, copiers, fax machines, medical equipment, or postage machines.
- P. "SPOTS cardholder" in this policy means an employee with a Small Purchase Order Transaction System (SPOTS) card assigned in their name.
- Q. "Staff" includes employees, volunteers, trainees, interns, contractors, vendors, and other state employees assigned to work at Oregon State Hospital (OSH).
- R. "Supplies" for the purposes of this policy means consumable items which generally have a shorter useable lifespan than assets, as defined in OSH policy 4.007, and which are stocked for recurring patient or business-related use at OSH.
- S. "Technology equipment hardware" is as defined in OSH policy 1.005, "Information Technology Hardware and Software: Purchasing and Use." Technology equipment hardware includes, but is not limited to, any device that can attach to a network such as non-leased desktop printers, tablets that do not have cellular service capabilities, laptops, music devices, desktops, Chromebooks, thumb drives, items that store digital information (e.g., data, music, or video), and related accessories. For the purposes of this policy, technology equipment hardware does not include mobile communication devices.
- T. "Technology equipment software" is as defined in OSH policy 1.005, "Information Technology Hardware and Software: Purchasing and Use." Technology equipment software includes, but is not limited to, any application, applet, computer operating system, media, antivirus, and game operating on technology equipment hardware.

IV. PROCEDURES

- Procedures A Purchase, Receiving, and Equipment Maintenance
- Procedures B Product Risk Assessment (PRA)
- Procedures C Additional Requirements for SPOTS Cardholders and SPOTS Purchases

V. ATTACHMENTS

- Attachment A Product Risk Assessment (PRA) Process Map
- Attachment B OSH Purchase Process: Supplies, Assets, and Equipment Map

VI. RELATED OSH POLICIES AND PROTOCOLS

- 1.005 Information Technology Hardware and Software
- 1.016 OSH Delegation of Authority
- 4.007 Capital and Non-Capital Assets
- 4.010 Patient Funds
- 4.012 Medical Equipment or Goods and Outside Medical Service Purchase
- 4.014 Procurement of Goods, Services, Personal Services
- 4.020 Contracts and Agreements at OSH
- 6.060 Electronic Device Access
- 7.002 Media Access for Patients
- 8.009 OSH Safety Program
- 8.037 Patient Property and Valuables: Handling and Storage
- 8.044 Contraband
- Safety Department - Purchase Safety Checklist [form]

VII. REFERENCES

- Department of Administrative Services Oregon Accounting Manual. *Internal control*, 10.40.00. Author.
- Department of Administrative Services Oregon Accounting Manual. *Other programs – SPOTS purchase card program*, 55.30.00. Author.
- Department of Administrative Services Oregon Procurement Manual. (2023, February 28) <https://www.oregon.gov/das/OPM/Pages/method.aspx>. Author.

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Department of Administrative Services. *Resource Conservation*, DAS 107-011-010. Author.

Department of Human Services. *Small purchase order transaction system (SPOTS) card*, DHS-040-019. Author.

Department of Human Services. *SPOTS card abuse or misuse*, DHS-040-019-06. Author.

Department of Human Services. *SPOTS card application and issuance*, DHS-040-019-02. Author.

Department of Human Services. *SPOTS card documentation and reconciliation requirements*, DHS-040-019-05. Author.

Department of Human Services. *SPOTS card program authority*, DHS-040-019-01. Author.

Department of Human Services. *SPOTS card program review and audit*, DHS-040-019-08. Author.

Department of Human Services. *SPOTS card purchases*, DHS-040-019-04. Author.

Department of Human Services. *SPOTS card security*, DHS-040-019-03. Author.

Department of Human Services. *SPOTS card training*, DHS-040-019-07. Author.

Office of Contracts and Procurement. *Delegation of Expenditure Authority form (MSC 0286)*

Office of Contracts and Procurement. *OSH Purchase Requisition form (MSC 0114OSH)*

Oregon Administrative Rule Chapter 125.

Oregon Administrative Rule § 125-247-0200.

Oregon Administrative Rule §§ 137-046-0100 — 137-046-0480.

Oregon Administrative Rule §§ 943-060-0000 — 943-060-0120.

Oregon Revised Statute § 279A.

Oregon Revised Statute § 279B.

Oregon Revised Statute § 279C.