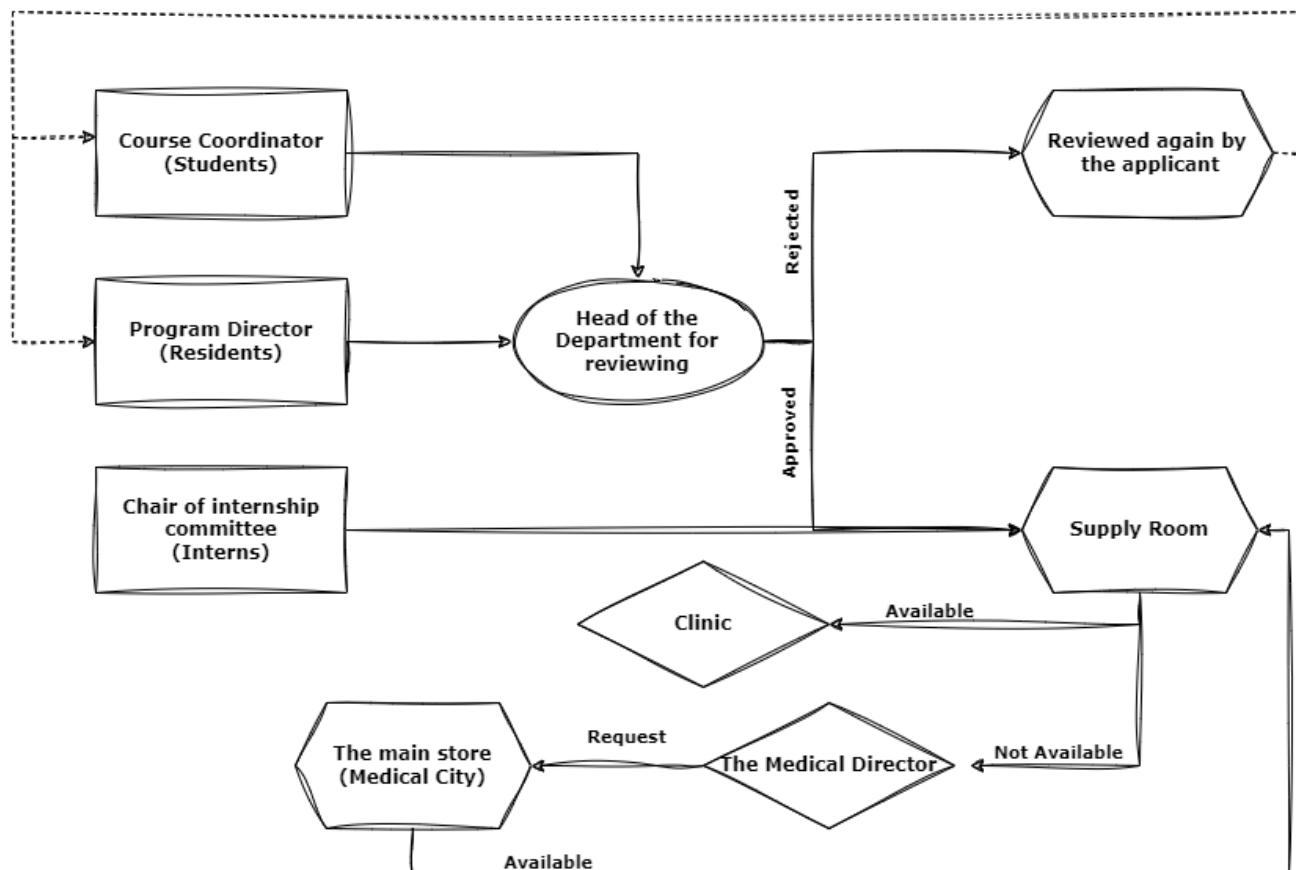


## Protocol for Requesting Dental Supplies



**Objective:**

This protocol aims to standardize the procedure for requesting unavailable dental supplies at King Khalid University Dental Hospital, ensuring the efficient management of resources to meet the educational and clinical needs.

**Scope:**

This protocol is applicable to all students, interns, and residents of King Khalid University Dental Hospital who require dental supplies that are not currently available.

**Procedures:****1. Discussion and Initial Request:**

- **Students and Residents:** Should discuss their requirements for unavailable supplies with their respective Course Coordinator or Program Director.
- **Interns:** Discuss their requirements for unavailable supplies with the Chair of the Internship Committee.

**2. Review and Forwarding of Requests:**

- **Course Coordinators and Program Directors (Students and Residents):** Are responsible for reviewing initial requests. Upon determining the validity and necessity of the requests, they will forward them to the Head of the Department for approval.
- **Chair of Internship Committee (Interns):** Directly forwards approved requests to the Supply Room without the need for further approval from the Head of the Department.

**3. Approval and Procurement:**

- **Head of the Department (For Students and Residents):** Conducts a final review of the requests. Once approved, the Head of the Department will coordinate with the Supply Room to secure the requested supplies, either from the existing hospital inventory or from the main store if necessary.

#### 4. **Supply Room Operations:**

- **Supply Room Personnel:** Check stock availability of requested items. If supplies are in stock, they are issued to the requester.
- **Head Unit of Supply Room:** If supplies are not available, the Head Unit of the Supply Room informs the Medical Director to request the needed items from the Main Store (Medical City).

#### 5. **Documentation and Record Keeping:**

- Detailed documentation of all requests, approvals, and transactions is maintained to support efficient inventory management and audit processes.

#### **Responsibilities:**

- **Requesters (Students, Interns, Residents):** Must clearly communicate their needs for specific supplies that are not available.
- **Course Coordinators and Program Directors:** Review and approve initial requests and forward them for final approval.
- **Chair of Internship Committee (Interns):** Directly forwards requests to the Supply Room, bypassing further approval for expedited processing.
- **Head of the Department:** Oversees the approval and procurement process for students and residents, ensuring that requests are justified and resources are appropriately allocated.
- **Head Unit of Supply Room:** Notifies the Medical Director if items are not available and requests procurement from the Main Store (Medical City).
- **Medical Director:** Coordinates procurement from the Main Store when notified by the Head Unit of the Supply Room.
- **Supply Room Personnel:** Responsible for managing stock, issuing supplies, and facilitating procurement from the main store as directed.

**Conclusion:**

This protocol facilitates an organized approach to managing requests for unavailable dental supplies, supporting the operational efficiency and educational objectives of King Khalid University Dental Hospital.

**Head Unit Department** - detailing the departments, respective doctors, and nurses with their contact numbers.

**Head Department of Saudi Board Programs** - specifying the programs, assigned doctors, and nurses along with their contact information.

### Head Unit Department

Department	Doctor's Name	Nurse's Name	Contact Number
Restorative Dentistry	Dr. Saeed Alsarhani	Halima Idress	0567916578
Diagnosis and Oral Biology	Dr.Khalill Aseeri	Khernel Beryl	0576510293
Prosthodontic Dentistry	Dr.Nasser Alahmari	Boyet Loyd	0538966922
Oral and Maxillofacial Surgery	Dr. Omran Khalid	Eian Relucio	0570463959
Periodontology and Community	Dr.Abdulmajeed Al Maadi	Nassera Shamsudeen	0504259034
Pediatric Dentistry	Dr. Fissal Alqahtani	Arafa Suliman	0576987935
GP Intern Head Unit	Dr. Saeed Arim	Vavitha Vetriselvan	0535068287

## Head Department of Saudi Board Programs

Program	Doctor's Name	Nurse's Name	Contact Number
Restorative	Dr. Mohammed Alwadai	Fathia Abdurhman	0577358492
Endodontic	Dr. Yousif Alqarni	Eman Mustafa	0543734312
Prothodontic	Dr. Abdullah Alshehri	Safa Taleb	0578745249
Periodontology	Dr. Ali Alqahtani	Nurhin Mohamed	0576930306
Orthodontic	Dr. Salim Al Moamer	Francis Ganuhay	0581571366

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Medical director

Medical City

King Khalid University

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Vice- medical director

Medical City

King Khalid University