Guide for accessing PPE at KHSC Sites

Due to global supply issues with Personal Protective Equipment (PPE) our vendors are allocating product based on 2019 consumption levels. In some cases we will get an appropriate allotment and in other cases we will receive reduced quantities. As a result, we have changed our processes for replenishing supply rooms.

The items identified in the attachment are NOT being scanned and automatically replenished. Departments will receive their PPE in one of the following ways:

1. **Through Material Management (MM)**
   - In past, we were getting a weekly PPE shipment is allocated to units based on their operations and delivered by MM. This is no longer occurring. Each Manager is responsible to order all PPE, and ensure appropriate use and protection of scarce PPE.

2. **Order through Stores (8 a.m. to 4 p.m.)**
   - Applies to any quantities required greater than allotments outlined above.
   - Email request to KGH Supply Chain Management. Please complete the attached form. Note: please include your current quantities on hand of PPE. Orders must be received by 2 p.m., Monday through Friday.
   - Supply Chain will review weekly usage and issue product (quantity may be less than requested). If the product is not available, you will be notified.
   - To maintain security of the PPE, they will NOT be put in the supply rooms but instead delivered to a Manager, Charge Nurse or Unit Clerk who must sign for delivery.
   - Each Manager is responsible to ensure appropriate use and protection of scarce PPE
   - **Note if the request is for a larger quantity than normally used, Manager approval will be required.**

3. **After Hours / Weekend PPE Requests**
   - Contact Stores on Vocera. Indicate SAP number, description, quantity and cost centre.
   - Stores will contact Security for access to locked PPE storage room.
   - Order is picked by Supply Chain (SC) staff (no more than 1 box, minimal quantities)
   - SC staff issues product and emails SCM distribution group of request.
   - Supplies are delivered to a Manager, Charge Nurse or Unit Clerk who must sign for delivery.
   - Each Manager is responsible to ensure appropriate use and protection of scarce PPE.

   **NOTE:** Any requests for more than 1 box must be directed to:
   - Operations Manager (ACO) at KGH ext. 7021 OR
   - COVID Clinical Learning Specialist at KGH ext. 7188.
   - ACOs have access to the locked PPE storage area. They will record any items removed.

Attached: PPE Listing