



Procedure for Accessing PPE Supplies During Novel Virus

ENTITY/DEPARTMENT

X	CMH		
X	Bridgton Hospital		Bolster
X	Central Maine Medical Center		Central Maine Medical Group
X	Rumford Hospital		Rumford Community Home

Category:

Approved by:

Effective: 5/10/2020

Contact Person:

SCOPE (Performed By):

The following procedures should be performed by any and all staff that are utilizing Personal Protective Equipment (PPE) for use in patient care.

PURPOSE STATEMENT:

It will be the policy of Central Maine Healthcare as a conservation plan, to utilize the following approach for access of PPE during the hours of operation starting 5/10/2020 Monday - Sunday 6:30 am till 7:00 pm, with off hours supported by the nursing supervisor.

PROCEDURE:

Supply Conservation Room is located on the ground floor CMMC @ EX: 4916

All Hospital Clinical areas: (All Nursing floors, ER, Day surgery, etc.)

1. Each day, based on patient criteria, the team representative or manager will determine the amount and type of PPE that will be utilized that day.
2. The team representative or manager will fill out a requisition on line and email to the SCR (SupplyConservationRoomCMMC@cmhc.org) or designate someone to go to the "Supply Conservation Room" to fill out a requisition and pick up the supplies for the day.

Non Clinical Areas or Areas Located off Campus:

1. At the beginning of the week, based on number of staff & patients, the team representative or manager will fill out a requisition on line based on the amount and type of PPE that will be utilized that day, and email their order to the SCR (SupplyConservationRoomCMMC@cmhc.org).
2. The SCR will print the requisition, fill the order, place the order in a bag and label with a requisition form (important to fill out the office name and contact info in full)

3. Distribution Services will pick up the orders in the afternoon 1:30-2.
4. The orders are then placed in the clinics supply area at the warehouse and delivered on their delivery date each week.
5. If an emergency order is needed – an order may be called in to the SCR, at *extension 4916* the order will be filled and distributed via our courier outside of the assigned delivery date.
6. If an emergency order is needed in the Rumford or Bridgton area, the PPE will be requested from the SCR in those areas by the main Lewiston SCR.
7. The SCR tech will notify the courier that a special trip is requested.
8. Usage will be reported to Sr. Leadership on a daily basis.

During Non-Business Hours:

1. For evening hours from 7:00 pm - 6:30 am, contact the nursing supervisor for immediate needs @ CMMC 795-2730.