

Memorandum

Date: April 29, 2009

To: All Sites/Nursing Units

From: Jitendra Prasad, Senior Vice President

cc Chris Mazurkewich, Dr. Chris Eagle, Pam Whitnack, Andrew Will

RE: **Temporary Supply Management Service Changes**

As a result of the swine flu outbreak, Contracting, Procurement & Supply Management (CPSM) will be making some interim service delivery changes. These changes are necessary to ensure that essential supplies are available where needed as well as protect the integrity of the supply chain.

1. All requests of Personal Protective Supplies such as masks, gloves, gowns, face shields, etc will be reviewed to ensure that there is no over ordering or hoarding. Large orders or indiscriminate ordering by areas not requiring these items will be monitored closely, and only released after verification of need. Where an urgent need exists due to an outbreak, please call CPSM Biz Worx at 780 735 0007.
2. Usage patterns' for the above items will also be monitored on an ongoing basis to ensure that supplies are being ordered and utilized for patient care.
3. Product availability and substitutions may be necessary depending on Vendor product availability.
4. While every effort will be made to ensure "business as usual" continues for all our regular orders, there may be some delays as priority would be given to filling any emergency orders.
5. Product returns will still be handled, but kept on the respective sites in designated areas identified by our staff. They will not be sent back to the warehouse for credit or redistribution at this time.
6. CPSM staff will review stock levels on nursing units as part of their replenishment duties and also ensure supplies are securely stored. Any extra stock will be removed immediately.

Please ***circulate and post*** the attached information for all staff at your sites. If you require further clarification, please contact the CPSM Lead for Emergency Preparedness & Business Continuity, Leslie Logie at 780-735-1310. Thank you for your support and cooperation.