

PPE Distribution to PCNs and PCN member physicians

Primary Care Networks (PCNs) and PCN member physicians have the option to procure Personal Protective Equipment (PPE) and some cleaning supplies from Alberta Health Services (AHS) during the COVID-19 pandemic. As we move into a different phase of the pandemic response, AHS has moved to a cost-recovery model for distribution of PPE to community physicians in non-AHS roles.

AHS knows how critical PPE and supplies are to the safety of healthcare providers and the public. We have been able to maintain PPE supplies and procure in bulk, and we are happy to extend this benefit to our healthcare partners in the community.

This document outlines NEW ordering and distribution details for PCNs and their member physicians, including pediatrician members. This document has been developed by AHS in collaboration with the Government of Alberta, PCN leaders, community specialist physician leaders, the Alberta Medical Association, and the College of Physicians and Surgeons of Alberta to develop a model that aligns with government policy.

Community physicians who are not members of a PCN, including non-PCN primary care physicians and specialist physicians, should visit www.ahs.ca/covidPHC for information on how they can order PPE from AHS.

Key messages:

- AHS has committed to supplying PPE on a full cost recovery basis to community physicians and PCNs until March 31, 2021.
- Community physicians who procure PPE through AHS will now receive an invoice for orders placed starting May 26, 2020.
- AHS prices for PPE reflect the cost of the product as well as distribution, administration and processing. We will also be charging for delivery at cost. AHS does not make a profit on PPE distribution.
- View the current [AHS PPE price list](#) here. Pricing is subject to change at any time based on global supply chains.
- Please view this guidance on when providers and patients should wear [PPE in a community setting](#).
- AHS continues to source supplies from various vendors, so you may receive different products depending on availability. However, all products will meet

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safety requirements. See [Appendix 1](#) for more information on specifications for PPE and cleaning items as well as instructions for how to use products.

- AHS is just one option for community physicians to order PPE. You can source from any supplier of your choice.
- A provincial grant [announced June 5](#) may support community physicians in purchasing supplies, such as PPE, required to resume operations. More information is available from [the Government of Alberta](#).
- N95 respirators may be requested when an Aerosol Generating Medical Procedure (AGMP) is required and proof of current fit test. Use [the AGMP look-up tool](#) to determine which procedures are considered to be aerosol-generating.
- There is no obligation to purchase supplies through AHS and no commitment term. PCNs and community physicians may opt in or out of purchasing supplies through AHS at any time up until March 30, 2021, when this process will be reevaluated.
- There is some flexibility in the model to accommodate local needs. For example, if a PCN and community physicians who are not members of a PCN wish to put together a coordinated bulk order in their geographic area, AHS can work with the partners to address this preference. Inquiries should be addressed to phc@ahs.ca.

Ordering and billing information

- There is no minimum or maximum order; however, AHS reserves the right to limit amounts distributed depending on supply availability. You will only be billed for supplies you receive.
- Requests to supply certain brands of supplies will not be accommodated.
- Orders should be placed approximately bi-weekly to minimize administrative time and courier fees.
- Billing will occur after orders are shipped to the PCN. Payment is due upon receipt of AHS invoices.
- Billing will be based on the posted rate on the date the order was received.
- Failure to pay invoices on time will result in stoppage of future shipments and the account will be sent for collections.
- Returns will only be accepted on a case by case basis.

Instructions for PCNs

- PCNs may order PPE for their clinic operations at the prices outlined.
- PCNs will order directly by submitting this [order form](#) to CPSMOperations.EOC@ahs.ca and phc@ahs.ca.

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- Please visit www.ahs.ca/covidPHC before placing every order to ensure you are using the most up-to-date [order form](#), which includes prices.
- PCNs will place a group order for PCN and member clinics. The [order form](#) should reflect the consolidated number of all individual member orders as well as PCN orders.
- Upon receipt of its order, the PCN will complete and submit the AHS spreadsheet (template will be provided to PCNs) with the amount of supplies distributed to members matched exactly to the order packing slip to allow direct billing to member physicians. All billing information must be included on the spreadsheet. Amounts ordered by a PCN in excess of accompanying member clinic forms will be paid for by the PCN. Detailed instructions are on the spreadsheet.
- PCNs must keep a record of individual [order forms](#) in case of discrepancies that need to be reconciled.
- AHS will invoice both PCNs and member clinics directly for their respective orders. PCNs are not responsible for billing or collecting payment from member clinics.

Instructions for PCN member physicians

- PCN member physicians who choose to order supplies through AHS will do so through their PCN hub.
- To order PPE for your clinic, contact your PCN Executive Director/other point of contact designated by your PCN.
- PCNs will order and distribute supplies to member clinics.
- The PCN will track supplies ordered and received and submit to AHS for invoicing.
- AHS will invoice member clinics directly. PCNs are not responsible for billing or collecting payment from member clinics.
- AHS is not responsible for distribution discrepancies that occur between the PCNs and member clinics.

For more information:

To request PPE for your clinic: Your PCN Executive Director/other point of contact designated by your PCN

For questions: phc@ahs.ca

Primary care information on COVID-19: www.ahs.ca/covidphc

PPE information and resources: www.ahs.ca/covidPPE

Appendix 1: Minimum Specifications and Instructions for PPE and Cleaning Products

The table below lists the safety requirements for PPE and cleaning products you may receive. Refer to the [price list](#) and [order form](#) for product details.

PPE or Cleaning Item	What to expect	How to use/ additional supplies
Disposable gowns	<ul style="list-style-type: none"> Gowns will have closure at the neck and waist, cover majority of back, extend below the knees and offer fluid resistance Brands and styles may vary based on availability 	Donning and doffing guidance Contact droplet precautions Interim IPC Recommendations for COVID-19
Procedure masks	<ul style="list-style-type: none"> May have ear loop or surgical ties May be indicated as procedural or surgical May be various colors, most often blue or white Brands and styles may vary based on availability 	Use the AGMP look-up tool to determine which procedures are considered to be aerosol-generating
N95 respirators	<ul style="list-style-type: none"> Proof of current fit testing and description of aerosol-generating medical procedure (AGMP) is required AHS cannot guarantee availability of N95 respirator brands to match community fit testing 	
Face shields	<ul style="list-style-type: none"> May have a foam headrest with elastic securement May have a hard plastic frame with foam padding and elastic securement Most will come with plastic shield attached, some may require you to attach to the frame Brands and styles may vary based on availability 	
Gloves	<ul style="list-style-type: none"> Available gloves meet a minimum requirement for medical grade nitrile gloves Latex free are not available Sizes small, medium and large are available 	

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PPE or Cleaning Item	What to expect	How to use/ additional supplies
	<ul style="list-style-type: none"> Color, brand and styles may vary based on availability 	
Hand sanitizer	<ul style="list-style-type: none"> All provided products meet minimum specifications of 60-80 per cent ethanol or isopropanol depending on the brand name and active ingredients 	Use as directed
Clean	<ul style="list-style-type: none"> Disinfectant wipes such as CAVI wipes are not available due to limited supplies A ready-to-use disinfectant, Vert-2-Go-Saber, and dry wipes will be automatically substituted for any disinfectant requests The product is a virucidal effective against COVID-19 	<p>How to use Vert-2-Go-Saber disinfectant, which is effective against COVID-19:</p> <ul style="list-style-type: none"> It is ready-to-use and does not require mixing or dilution The container is disposable. Discard when empty Use according to manufacturer's instructions Saturate the wipe, squeeze out excess and apply to the hard surface – either dispense the liquid onto the surface or directly onto the wipe Can be used both as a cleaner and disinfectant. Start with clean areas first and then progress to dirty To achieve low level disinfection, Vert-2-Go-Saber must remain wet for five minutes contact time on a clean surface. Clean means the absence of visible dust, soil, debris, blood or other potentially infectious material. Contact time means the length of time, specified by the manufacturer (i.e., disinfectant label), a disinfectant must remain wet on a surface to be effective (i.e., achieve disinfection). Can be used on non-critical equipment if allowed by the equipment manufacturer (do not use on critical or semi-critical equipment)

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PPE or Cleaning Item	What to expect	How to use/ additional supplies
		<ul style="list-style-type: none">• Dispose of wipe after use, e.g., when:<ul style="list-style-type: none">○ Visibly soiled○ No longer wet enough to moisten surfaces○ Moving from a dirty area to a clean area