

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: G. Paramedic Services	Effective Date: April 30, 2019
Topic: 6. Vehicles, Equipment & Facilities	Replaces: June 10, 2013
Subject: 14. Inventory Control	
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**PURPOSE**

To ensure that a minimum 2-month inventory of medication, equipment and supplies is present in each Paramedic Services station, in order to address both daily requirements, and potential contingency needs. Additionally, the system design is to ensure that there is a 3-month inventory of medication, equipment and supplies at the HQ Depot.

**APPLICATION**

Paramedics, Paramedic Superintendents, Logistics Personnel, Managers

**PROCEDURE**

**Vehicle Restocking**

Inventory replaced into vehicles/kits shall be managed from the station stock supplies. The process requires items be identified with date of expiry and documentation in the Service's Operative IQ system. The movement of inventory into each vehicle builds stock requisitions for each station.

Where any medications are required for restock into a given vehicle, the medications will be removed from the station's medication cabinet and documented as such in Operative IQ. This process will build a medication stock requisition for replacement. On the 15<sup>th</sup> of each month, during the dep clean process, any medication set to expire prior to the next deep clean, will be removed from service, expired and replaced.

**Station Restocking**

On the first day of each month, Paramedics shall complete an Operative IQ monthly station inventory check, identifying the current stock amounts for each item. Once submitted in Operative IQ, the system will identify needed amounts for each item to reach the station PAR amount.

On the 15<sup>th</sup> of each month, the medication requirements are confirmed in Operative IQ and a station requisition is built by the system.

**Service Depot**

Monthly stock requisitions are compiled and filled from the HQ Depot by Logistics staff. The HQ depot is required to carry a minimum of 3 months of each item. Station orders are moved from HQ by Paramedic Superintendents or designates. Following the monthly issue of inventory, Logistics staff replace the HQ depot

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inventory to the established PAR count from the vendors of record.

Monthly medication requisitions are compiled and filled from the HQ Depot by Logistics staff. The HQ depot is required to carry a minimum of 3 months of each medication. Medication orders are moved from HQ by Paramedic Superintendents or designates, and expired medications are returned from the stations to be disposed of through the Stericycle/MOE system. Following the monthly issue of medications, Logistics staff replace the HQ medication inventory to the established PAR count from the medication vendor.

### **Oxygen Supplies**

Manitoulin-Sudbury DSB Paramedic Service ensures a 15-day supply of oxygen is available at each station, and that the vendor has a routing process to return station counts to PAR twice per month.

### **Station Supply Storage**

All patient care equipment and supplies are to be stored in a manner that protects it from exhaust and particulate contamination. Such storage includes the use of storage rooms in each station, and doors that remain closed to the garage area.

Oxygen supplies are stored in approved retention devices, or with approved retention systems. Such systems are designed to prevent the tanks from falling over or being struck/damaged.

## **REFERENCE**