

## Supply Chain system for centrally held COVID-19 PPE stocks

### Background

Due to the current situation with COVID-19, placing orders through Supply Chain, even if the product is showing in stock, does not guarantee that the product will be delivered. The Trust has therefore decided to implement a centrally held stock system to ensure that stocks are delivered to the areas of most need. All orders are now being managed centrally through the PPE inbox (email below).

To ensure that the central stock is allocated appropriately and fairly every morning, the Local PPE Link/Designated Person will submit (by 10am) their stock levels. A template will be provided for this. This is to be submitted to [dhcft.ppe@nhs.net](mailto:dhcft.ppe@nhs.net).

### Products

The products that will be covered under this system are:

- Face masks – Filtering face piece (class 3) respirator FFP3 and fluid-resistant surgical mask
- Nitrile gloves
- Hand sanitiser gel
- Disposable gowns
- Eye protection
- Red bags soluble (laundry)
- Orange bags
- Aprons (all types)
- Tiger bags

### Requesting Products

Area Service Managers will nominate a named person and a sub per area as the Local PPE Link/Designated Person.

Local PPE Links/Designated Persons will monitor and check PPE in their area and identify any shortfalls.

If further stock is required the Local PPE Link/Designated Person will send the request to [dhcft.ppe@nhs.net](mailto:dhcft.ppe@nhs.net)

The PPE Lead will check local stock levels and arrange distribution if more supplies are required. If the products are available in the central stock they will be taken from there and delivered to the area in need the same day. If the central stock is depleted the PPE Lead will forward the ordering request to Richard Houghton and inform the area.

**Requesting products out of hours**

Out-of-hours PPE stocks will be held at Kingsway House, Radbourne Unit and Hartington Unit.

Staff will inform the bleepholder if there is a need for stock. If the products are available in the out-of-hours stock they will be allocated from there.

The bleepholder will notify the PPE Lead of what has been taken from the out-of-hours stock by emailing [dhcft.ppe@nhs.net](mailto:dhcft.ppe@nhs.net) so that it can be replenished.

If there are any issues the first on-call should be notified.