



MANITOBA RENAL PROGRAM

SUBJECT <ul style="list-style-type: none"> ▪ Ordering Dialysis Supplies: Home Hemodialysis Patients 	SECTION 50.30 Home Hemodialysis – Bellco
	CODE 50.30.03
AUTHORIZATION <ul style="list-style-type: none"> ▪ Professional Advisory Committee, Manitoba Renal Program ▪ Nursing Practice Council, St. Boniface Hospital 	EFFECTIVE DATE September, 1992
	REVISION DATE November 2008 February 2013 May 2015

PURPOSE:

1. To ensure proper ordering of dialysis supplies for Home Hemodialysis Patients.

POLICY:

1. The Home Hemodialysis Training Nurse will complete a referral form, *Manitoba Renal Program, Home Hemodialysis Script Order Form* (50.30.03a Appendix A) to Health Sciences Centre (HSC) Supply and Distribution for all new patients. At this time, initial supplies will be ordered using the master list of supplies for Home Hemodialysis patients. A quota is established for each item per week, month, or year. HSC Supply and Distribution will fill the initial order and then develop a customized order form for the individual patient's future use.
2. The Home Hemodialysis Training Nurse will send a new referral form for any future added or deleted items, whereby HSC Supply and Distribution will revise the patient's individual file and customized order form as requested.
3. The Home Hemodialysis Training Nurse will notify HSC Supply and Distribution by referral form when any patient no longer requires supplies (modality change or is deceased).
4. Home Hemodialysis patients are trained to order supplies required for their treatments during their home training. The Dialysis Supplies Order Process is reviewed with the patients ensuring that he/she is aware of the importance of the following instructions:
 - a. Complete the order form, 50.30.03a *Manitoba Renal Program, Home Hemodialysis Supply Order Form* as instructed.
 - b. Write legibly in black ink. Do not cross out errors; use a new form.
 - c. Ensure the following information is included on your requisition:
 - name
 - date of order
 - date required
 - delivery address
 - telephone number
 - d. Fill the quantity requested, note the unit issue e.g. EA (each) or Box.
 - e. After supplies have been ordered, retain a copy.
 - f. Order supplies regularly e.g. every six weeks, or patient specific
 - g. The orders should be sent two (2) weeks in advance to HSC Supply and Distribution has seven (7)

working days to process the order.

- h. No supplies having an expiration date of less than three (3) months will be shipped to any patient.
- i. Rotate stock e.g. new supplies to the back of the shelf, old supplies to the front of the shelf
- j. Always check supplies when they arrive against what has been ordered. If supplies are missing or there are errors, notify the HSC Warehouse Supply and Distribution Services (204-787-1895 or toll free 1-877-526-8712)

5. Once supplies have been delivered and accepted into the patient's home, they may not be returned.

PROCEDURE:

KEY POINTS:

1. The initial order is performed with the Home Patient Trainee during the patient's independence phase of his/her training.
2. The patient is then responsible for further ordering of dialysis supplies.
3. Completed store requisitions are sent to:

Supply & Distribution Services
MH 106
Health Sciences Centre
59 Pearl Street
Winnipeg, Manitoba
R3E 3L7
Phone: 204-787-1985
Fax: 204-787-2737
Toll Free: 1-877-526-8712