



MANITOBA RENAL PROGRAM

SUBJECT <ul style="list-style-type: none"> ▪ Ordering & Returning Dialysis Supplies for Local Renal Health Centers 	SECTION 80.20 Guidelines - Hemodialysis
	CODE 80.20.02
AUTHORIZATION <ul style="list-style-type: none"> ▪ Professional Advisory Committee, Manitoba Renal Program 	EFFECTIVE DATE September 1992
	REVISION DATE April 2013 June 2015 January 2018

PURPOSE:

1. To ensure accurate ordering and returning of dialysis supplies for Local Renal Health Centres.

POLICY:

1. The first time a dialysis specific supply order is placed, the newly formed Local Renal Health Centre in cooperation with the Local Renal Health Centre Dialysis Nurse will have supplies ordered from Health Sciences Centre (HSC), Local Renal Health Centre Dialysis Nurse or delegate.
2. Following the initial order, the Local Renal Health Centre and Local Renal Health Centre Materials Handling staff will be collaboratively responsible for the ordering of dialysis supplies preferably at a one month interval.
3. The Local Renal Health Centre must contact the HSC Materials Handling of impending order or return of dialysis supplies.

GUIDELINES:

1. Local Renal Health Centre staff, during their orientation to the Local Renal Health Centre, will be instructed in the process of ordering and returning dialysis supplies. The Local Renal Health Centre Manual may be used as a reference.
2. The Local Renal Health Centre will receive a copy of the initial order.
3. Order dialysis supplies using Appendix (attached) and forward/fax to:

Supervisor, Materials Handling
Supply & Distribution Services
Health Sciences Centre (HSC), MH106
59 Pearl Street
Winnipeg MB R3E 2L7
FAX: 204-787-2737

***Verify attached Appendix is current updated order form.**

4. Supplies are to be ordered every 4 weeks as per schedule (unless alternate arrangements are made with the Supervisor, Warehouse, HSC). Orders are to be received in HSC Supply & Distribution Services 7 working days prior to being required.

Each site should follow the schedule listed below for the week your site should submit their dialysis specific order to

GUIDELINES:

HSC Supply & Distribution Services. This will ensure workload for the warehouse is distributed to meet operational requirements.

Based on the volumes ordered the following monthly week schedule should be followed by site:

SITE	WEEK
Ashern	2
Berens River	2
Boundary Trail	1
Dauphin	2
Flin Flon	4
Gimli	3
Hodgson	4
Kenora	4
Norway House	3
Pine Falls	2
Portage	1
Russell	1
Selkirk	3
Swan Valley.	3
The Pas	4
Thompson	1

The only exception to this policy of dialysis specific supply ordering is Garden Hill who places yearly orders transported up on the winter roads. This order should be received December 1 of each year to order/assemble order for winter road availability.

5. Supplies are checked against what has been ordered when they arrive at the Local Renal Health Centre. If supplies are missing or if there are discrepancies, the Supervisor, Warehouse Supply & Distribution Services at HSC will be notified within 1 – 2 working days (phone 204-787-1040).
6. The Local Renal Health Centre staff is responsible for rotating stock and checking expiry dates.
7. Supplies with an expiration date of less than three months will not be shipped to Local Renal Health Centre.
8. Dialysis supplies may be returned to the HSC Warehouse with the approval of the Manager, Dialysis Technology for the Manitoba Renal Program only. If approved:
 - a. Supplies must be in good condition.
 - b. Supplies being returned must be in original boxes (i.e., returned supplies must be easily and readily identified).
 - c. The cost of returning wrong or defective products will be managed by the HSC Warehouse Supervisor and Community Dialysis Unit, HSC. However, if the error was made by the ordering unit, the ordering unit is responsible for cost of the return shipment.
 - d. The Local Renal Health Centre and Local Renal Health Centre Material Management staff will seek authorization from the HSC Supervisor, Warehouse, Supply & Distribution Services or delegate (204-787-1040) prior to returning dialysis supplies.
9. **If the criteria listed in Step 8 of this policy are met and authorization is received, supplies can be returned to:**

Supervisor, Warehouse
Supply & Distribution Services
Health Sciences Centre, MH106
59 Pearl Street

GUIDELINES:

Winnipeg, MB R3E 2L7