

To: All Community Pharmacies

Tel : 028 9536 3375
Fax : 028 9536 1166
Web Site : www.hscboard.hscni.net

1ST October 2020

Dear Colleague

PERSONAL PROTECTIVE EQUIPMENT (PPE) – UPDATE AND REORDERING PROCESS

You will have received a [letter](#) dated 10th September from Mrs Cathy Harrison, Chief Pharmaceutical Officer to advise that Public Health England (PHE) have updated the guidance on infection prevention and control.

Based on this revised guidance community pharmacies **for normal pharmacy activity** can now order additional supplies of face masks on a **Monthly** basis as per the existing replenishment process. Please see **Appendix 1** for the updated PPE Replenishment Form, which replaces any previous version.

- For **normal pharmacy activity** pharmacies can now order up to 6 boxes of 50 face masks (**Max 300 masks/ month**).

It is important to ensure that these supplies are only used in line with the revised PHE guidance as outlined above and that every effort is made to maintain social distancing where possible.

If you have any queries please contact the BSO Customer help line 02895361301 in the first instance or your local HSCB Integrated Care office.

Yours sincerely,



Joe Brogan
Assistant Director of Integrated Care
Head of Pharmacy and Medicines Management

Contact Details for Local Integrated Care Offices:				
Belfast	South Eastern	Southern	Northern	Western
12-22 Linenhall Street Belfast BT2 8BS	12-22 Linenhall Street Belfast BT2 8BS	Tower Hill Armagh. BT61 9DR	County Hall 182 Galgorm Road Ballymena BT42 1QB	Gransha Park House 15 Gransha Park Clooney Road Londonderry BT47 6FN
Tel: 028 9536 3926	Tel: 028 9536 3926	Tel: 028 9536 2104	Tel: 028 9536 2812	Tel: 028 9536 1082
pharmacyservicesbelfast@hscni.net	pharmacyservicesse@hscni.net	pharmacyservicesouth@hscni.net	pharmacyservicesnorth@hscni.net	pharmacyserviceswest@hscni.net

PROCESS FOR MONTHLY REPLENISHMENT OF PPE from 1st October 2020 onwards

**Business Services Organisation|
Community Pharmacy PPE Replenishment
MONTHLY Order Form**

**Procurement & Logistics Service
Customer Helpline Team - Tel 028 95361301**

Community Pharmacy contractor number: **Date:**

Pharmacy Name & Address:

Requesting Officer -

Contact number -

Description	Unit	Max order Qty	Order Req'd Qty
Apron plastic	Pack of 100	1	
Glove exam nitrile Small	Box of 200		
Glove exam nitrile Med	Box of 200	1*	
Glove exam nitrile Large	Box of 200	1*	
Facemask Fluid Repellent	Box of 50	6	
Face Visor only to be ordered by pharmacists supervising OST consumption)	Pack of 50	1	

**please note the monthly order for gloves is capped at a maximum of 2 boxes (in total)*

e.g. 1 box of small and one box of med or 2 boxes of medium etc.

The maximum quantity of face masks that can be ordered is 6 boxes/month for normal pharmacy activity.

In order to make efficient use of resources please combine all PPE required during a four week order into one delivery rather than requesting separate items for separate deliveries. Should you have any aftersales queries please email: pharmPPEorders@hscni.net

Process for reordering PPE from 1st October 2020

Community Pharmacist submits an order for PPE by completing the form available at

<http://www.hscbusiness.hscni.net/pdf/PPE%20Replenishment%20Form%20Oct%202020.docx>

- Orders should only be submitted on a monthly basis to make efficient use of the delivery process. Orders will be capped at maximum quantities adequate for 4 weeks. All orders must be submitted by close of play on a Wednesday to be delivered by the following Tuesday.
- Business Support will carry out retrospective checks to ensure frequency and ordering is within recommended limits as outlined in PHE Guidance.

Any queries re: deliveries should be directed to the Customer Helpline tel no 02895361301.