

Appendix 8 PPE EOC Run Sheet

Date:

Time:

Checklist Order and Delivery of PPE	Tick
1. Conduct an initial rapid assessment (see Appendix 1) to identify the status of current PPE stocks and immediate PPE requirements for the first 24 hours	<input type="checkbox"/>
2. Order additional PPE requirements through Ministry of Health (MoH) portal mohppeordering@prnzl.co.nz	<input type="checkbox"/>
3. For PPE queries email MOH COVID.HealthSupplyChain@health.govt.nz	<input type="checkbox"/>
4. Ensure an appropriate tracking process operational at facility to monitor PPE stock levels	<input type="checkbox"/>
5. Implement timely ordering cycle for ongoing PPE supply	<input type="checkbox"/>
6. For ordering Rapid Antigen Testing (RAT) kits is http://healthppe.org/	<input type="checkbox"/>

Age Residential Facilities – PPE Ordering information

The MoH sent communications to all ARC facilities in October 2020 regarding the new process for ordering PPE as follow:

Kia ora koutou

During the response to COVID-19 you may have been receiving Personal Protective Equipment (PPE) from your local DHB. In some cases, you may have ordered PPE directly from the Ministry of Health via the online portal. This was done to ensure you received enough PPE for your facility to respond to COVID-19.

The Ministry is now enabling all aged residential care facilities to set up an account to order PPE directly from the Ministry through Healthcare Logistics (HCL). If in the future we move to Alert Levels 2, 3, or 4, you will be able to order PPE in line with the principles of supply outlined on the Ministry website. This will allow you to have better control over your orders and order quantities proportionate to demand.

This new ordering system will be in place from start of December 2020. There are few things you need to know first:

- the Ministry has set up an online portal that you will be able to log into and order the PPE you require – some of you will already have access to this portal*
- as Alert Levels change, so will your PPE requirements - we suggest you regularly check the Ministry's [principles of supply](#) and Infection Prevention and Control Risk assessment information to ensure you understand what PPE can be provided*
- under the new system orders will close at 5pm on a Monday and will be dispatched within 48 hours (usually on the Wednesday).*
- the current Ministry's [principles of supply](#) indicate the Ministry will continue to supply PPE to you at no cost in Alert Levels 2, 3, or 4, however you should be aware that this is not a long term arrangement*
- you do not have to use the online portal and order PPE from the Ministry – you are welcome to make alternative arrangements*
- you will need to set up an account to place future orders and receive PPE*
- to open an account and gain access to the online portal you will need to run through the standard credit process, however we are not currently planning to charge for PPE*
- to order from the online portal you will first need to complete the attached credit application form and email to Healthcare Logistics at mohppeordering@prnzl.co.nz*

*If you have any questions, please contact the Ministry Supply Chain team at:
COVID.HealthSupplyChain@health.govt.nz*

*Advisor
Health Supply Chain*

COMMUNICATION FROM THE MINISTRY OF HEALTH, 30 November 2021

Kia ora koutou katoa

We have added RATs to the list of products available on the PPE portal for Aged Residential Care facilities.

We expect your orders for RATs to be reasonable and in line with data and information already provided to the Ministry of Health to support your previous orders and engagement throughout COVID. You will need to work through your use cases and provide this to the Ministry of Health to confirm allocations.

Initially, we will allow for 300 eaches of RATs to be supplied to Northern region Aged Residential Care settings, and 100 RATs in all other regions as an initial injection of RATs while operational planning is completed.

For more information on how to register and order RATs from the Ministry's central supply, please see below. Please do not hesitate in contacting the COVID Health Supply team via Covid.healthsupplychain@health.govt.nz

ADDITIONAL INFORMATION

Non-Northern Region Providers – ‘How do I order RATs?’, ‘Please can I have RATs’’. (Included are HCL Credit Application Form & HCL Ordering Guide)

The link to the RATs Portal is <http://healthppe.org/>. This Portal is run through Health Care Logistics (HCL).

The below information should cover what you need to know about accessing the RATs portal and ordering from the Ministry's Central Supply if you have **not yet** opened an account.

- To open an account and gain access to the online portal you will need to run through the standard credit process even if you already have an account with HCL, however we are not currently planning to charge for RATs. Please fill out the HCL form and email it to mohppeordering@prnzl.co.nz .

- Once an account has been opened, you can access the portal at the above link. Follow the instructions on the attached information sheet to place orders.
- If you have any issues with opening and accessing your account then please email HCL at mohppeordering@prnzl.co.nz.
- All orders of RATs are assessed and approved against the Principles of Supply developed by the Ministry. Your orders should be placed in alignment with these principles, as well as the Ministry's Interim Guidance Framework for the provision of Rapid Antigen Screening for COVID-19 in clinical and nonclinical settings.

Northern Region Providers – ‘How do I order RATs?’, ‘Please can I have RATs’. (Included are HCL Credit Application Form & HCL Ordering Guide)

The link to the Portal is www.onelink.co.nz. This Portal is run through OneLink.

The below information should cover what you need to know about accessing the portal and ordering from the Ministry's Central Supply, if you have not yet opened an account.

- To open an account and gain access to the online portal you will need to run through the standard credit process even if you already have an account with OneLink, however we are not currently planning to charge for PPE. Please fill out the OneLink form and email it to mohppe@onelink.co.nz.
- Once an account has been opened, you can access the portal at the above link. Follow the instructions on the attached information sheet to place orders.
- If you have any issues with opening and accessing your account then please email HCL at mohppe@onelink.co.nz.
- All orders of RATs are assessed and approved against the Principles of Supply developed by the Ministry. Your orders should be placed in alignment with these principles, as well as the Ministry's Interim Guidance Framework for the provision of Rapid Antigen Screening for COVID-19 in clinical and nonclinical settings.

We have attached the Interim Guidance Framework for the Provision of Rapid Antigen Screening for COVID-19 in Clinical and Non-Clinical Settings. Appendix 1 has the Principles of Supply for RATs. . Interim guidance allows us to rapidly review and change information if we see any concerns or complications with implementing RATs into sector settings.

If you have any question regarding point of care testing mailbox covid-19poc@health.govt.nz or if your query is related to supply, refer to COVID.HealthSupplyChain@health.govt.nz

Kind regards

COVID-19 Health Supply Chain

COVID-19 Health System Response, Ministry of Health | www.moh.govt.nz

[Interim Guidance Framework for the Provision of Rapid Antigen](#)