

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Emergency Medical Services	Effective Date: June 10, 2013
Topic: 6. Vehicles, Equipment & Facilities	Replaces: May 30, 2010
Subject: 24. Inventory Control	
Policy No. G.6.24.	Page 1 of 2

PURPOSE

To ensure that an adequate stock of equipment and supplies is maintained to meet daily and anticipated contingency needs, and control inventory supplies used and stored for the use of the ambulance personnel.

APPLICATION

Paramedics, EMAs, Supply Depot Staff, EMS Administration, Management

PROCEDURE

- 1) All staff will:
 - a) Replace supplies used on a call from base supplies at the earliest opportunity.
 - b) Record the amount of stock taken on the inventory data sheet.
 - c) Complete a monthly station **inventory and submit it to the appropriate SAL the first weekend of each month. Should a particular shift not be able to complete the task, please advise the following shift to ensure completion.**
 - d) Complete a Symptom Relief Medication order on the 1st of each month and submit it to the Deputy Chief and Administrative Assistant.
 - e) **Ensure that you have verified expiry dates on medical supplies and medication during your daily vehicle check and dispose accordingly.**

- 2) **SAL at depots will:**
 - a) Fill station orders.
 - b) Keep supply depot inventory up to date.
 - c) Order bulk supplies from the EMS Administrative Assistant after approval from the Field Superintendent.

- 3) EMS Administrative Assistant:
 - a) Maintain P.O. numbers for item purchased through approved suppliers.
 - b) Work with Finance department to ensure prompt payment of invoices.
 - c) Keep supply depot staff up to date on purchases.

- 4) Deputy Chief will:
 - a) Ensure a 15 day supply of oxygen is available at each station.
 - b) Ensure a 30 day supply of consumable supplies is available at each station.
 - c) Ensure a 90 day supply of durable supplies is available at each station.

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- 5) Field Superintendant will
 - a) Ensure a complete inventory will be done on all equipment and supplies at each base and supply depot to update the inventory database on a monthly basis.

- 6) All patient care equipment and supplies are to be stored in a manner that protects it from exhaust and particulate contamination, such as in a store room or storage cabinets.

REFERENCE