

ITU Disposable Equipment Ordering Process

- All disposable items that are kept in the large store room near cardiac theatres are ordered automatically via bar code and NHS Supplies.
- If the shelf is empty, ring stores on x4161
- Items that need separate ordering are detailed below. This is done through the I-Proc system. You need a password (see appendix 1) and the product code (which is found on the packaging of the item in question). Put the reference number in, and those items that have been ordered before will automatically come up on screen.
- Please, please don't take the last item off the shelf without ordering more
-

Those items that need separate ordering through I-Proc are:

1) CPAP equipment

Masks (Intersurgical, Ref: 2222),

Circuits (Intersurgical, Ref: RT202)

PEEP valves (Intersurgical, Ref: 2.5cm 2202; 5cm 2205; 7.5cm 2207; 10cm 2210; 12cm 2212; 15cm 2215; 20cm 2220)

Helmets from Vital Signs

NIV: Medium CP211M/2RW & Large CP211L/2RW

CPAP: Small CP210S/RW, Med CP210M/RW & Large CP210L/RW

High Flow circuits from Fischer-Paykel

Nasal RT050, Trache RT052

2) Renal replacement disposables

All from Gambro

There should be 4 boxes of Prisma circuits in stock (Ref: Prisma)

All replacement fluids are ordered automatically on bar code

In an emergency, renal use the same kit as us, and may be able to help

3) Bronchoscope disposables

These are the suction catheter ports and channel bungs

Videobronchoscope: Keymed (Suction:MHA-207, Biopsy valve MD-495)

Fibreoptic bronchoscope: Pentax (Suction: OF-B53, Biopsy OF-B173)

4) Oxylog ventilator circuits

1000: Drager (Ref: 2M86831)

3000: Armstrong Medical (Ref: AMVC 1871/078)

5) Oesophageal Doppler probes

Deltex medical: 240 hour (9070-7005) and 12 hour (9070-7003) probes

6) Tracheostomy kits

Percutaneous Experc tracheotwist size 8.0 (TREXS 2008)

Individually boxed percutaneous tracheostomies size 7 (301-07-P)

9 (301-09-P)

Adjustable preloaded tracheostomy kits sizes 7 (TREXS 4217)

8 (TREXS 4218)

9 (TREXS 4219)

Individually boxed adjustable flange traches are automatically ordered through main stores

7) Colorimetric CO₂ monitors from the resus trolleys

Vital signs (Ref 1300)

Paul keeps a blue book with all the representatives' details in his office next to the filing cabinet. After ordering through I-Proc, these numbers can be used to chase orders etc. If there are any problems, try Supplies x 4965 for help.

Non I-Proc Items

Arterial Blood Gas Machine

- Replacement packs are kept in the cupboard under the machine. There should be 3 in stock.
- Printer paper and CVP packs (1 to 4)

These are all available from the Pathology labs (x 4152) (fill in consumables tick box from folder)

There is a folder next to the machine which details how to change the packs and re-calibrate the machine. In short the machine will tell you when the pack needs replacing, and won't work until the re-calibration is done.

In case of machine failure the contact numbers for support are found in the folder next to the machine or by pressing *menu* and *view contacts* on the screen

The Blood Gas List is printed out from the computer at the front desk (Blood Gas List) and should update very quickly with new patients as they are admitted.

SSD x 7239/7231

Bronchoscope Cleaning

Ventilator expiratory valves

Mattresses

Gowns, surgical equipment, suture sets, jugs etc

Bronchoscopes

If ours are out of use and require repair send videobronchoscope to Keymed, and Fibreoptic bronchoscope to Pentax. Contact details are in Paul's filing cabinet. Cardiac and main theatres, as well as endoscopy have scopes we could borrow.

Equipment Library x7819

Pumps, Wound Vac, Feed Pumps, Portable monitors

General Porters

O₂ cylinders

Pharmacy x4098

All IV fluids

Parenteral feed

Dietitians x 4290

Enteral feed

Appendix 1: I-Proc passwords

Procurement is done on-line through I-Proc: Those with passwords are

Paul Martin

Bob Smith

Pat Hall

Lynn Jackson

Owen Boyd

Clare McGregor

Steve Hurley