
 <p>PHILIPPINE HEART CENTER INCIDENT COMMAND POST</p>	Document Type	Document Code: GL-ICP-008	
		GUIDELINES	Effective Date: APRIL 2020
	Document Title	PERSONAL PROTECTIVE EQUIPMENT (PPE) CHARGING AND ISSUANCE	Revision Number: 0
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REVISION HISTORY			
Rev No.	Review Date	Description of Change	Date of Next Review
			April 2022

Reviewed by: GERARDO S. MANZO, MD Incident Commander	Approved by: JOEL M. ABANILLA, MD Executive Director
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I. STATEMENT OF THE POLICY

This policy shall serve as a guide in in the judicial charging, dispensing and use of essential COVID19 personal protective equipment.

II. POLICY GUIDELINES


1. The standard Personal Protective Equipment (PPE) sets shall be packed according to the need of personnel in COVID areas.
2. The acquisition shall be the following:

A. EMERGENCY ROOM

1. The PM shift Charge Nurse shall prepare a list of incoming staff (doctors, nurses, NANO) for the AM and PM shift (See Annex B) for the acquisition of COVID items.
2. The list shall be sent to the Central Supply Services before 10 PM.
3. CSS shall prepare the personal protective equipment accordingly:
 - a. MAIN ER: N95 respirators only
 - b. COVID ER: PPE SET E only (Isolation Gown shall be used during transport)
4. The unit NANO shall collect listed items before 5AM.
5. The CSS shall make sure that all items released are documented accordingly:
 - a. "Distribution of COVID19 Donations" for **donated** items.
 - b. "IOU logbook" if **not donated**.
6. The CSS shall file the list in its designated folder.

B. INPATIENT COVID AREAS

1. The PM shift Charge Nurse shall prepare a list of incoming staff (doctors, nurses) for the AM and PM shift (See Annex B).
 - 1.1 NANOs and Janitors shall not be included in the list. Coveralls shall be issued to them by the Linen Section and GSD.
1. The list shall be sent to the Central Supply Services before 10 PM.
2. CSS shall prepare the personal protective sets accordingly:
 - 2.1. Charge nurses: PPE SET B
 - 2.2. Bedside nurses and doctors: PPE SET D
3. The unit NANO shall collect said items before 5AM.
4. The CSS shall make sure that all items released are documented accordingly:
 - 4.1. "Distribution of COVID19 Donations" for **donated** items.
 - 4.2. "IOU logbook" if **not donated**.
5. The CSS shall file the list in its designated folder.


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C. NON-COVID AREAS

1. The CSS has issued the following items as unit stock:
 - a. PPE SET E (2 pieces)
 - b. Improvised face shields (10 pieces)
2. An aerosol box has been issued by the Incident Command Post to each unit.
3. For each PPE SET E used, the item shall be charged to the patient.
4. If a face shield is used, the patient's name should be listed and forwarded to the CSS for replacement.
5. If a new non-COVID unit opens, the CSS shall provide the same stocks upon request.


D. SPECIALIZED AREAS

1. The CSS has issued the following items as unit stock:
 - 1.1. Operating Room:
 - 1.1.1. Hazmat
 - 1.1.2. Goggles
 - 1.1.3. Face shields black, adjustable
 - 1.2. Cardiovascular Laboratory
 - 1.2.1. PPE SET E
 - 1.3. Renal and Metabolic
 - 1.3.1. PPE SET E as standby
 - 1.3.2. PPE SET C as stock in the bronchoscopy unit (Dialysis Area for Suspect Covid-19 patients)
2. N95 respirators shall be charged as an individual item if needed.

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Annex A: Aftercare Guidelines

FOR REPROCESSING		
Item	How	Reminder
Eye protectors	Collect, count and place in yellow plastic bag. <ul style="list-style-type: none"> Eye protectors are to be separated from face shields. Label bag with content, number and unit of origin. Bring to CSS after the shift, endorse to decontamination personnel.	All items for REPROCESSING / WASHING: The outside of the yellow bag should be wiped with the approved disinfectant prior to bringing down to CSS/Linen. These items are vital to be cleaned in a timely manner. Please forward used items every shift without fail.
Manufactured face shields		
New coveralls	Collect items together and place together in yellow plastic bag. <ul style="list-style-type: none"> New coveralls/isolation gowns and raincoats should be in separate bags. Label bag with content and unit of origin. Place yellow bag in hamper to be dumped via designated linen chute with the rest of soiled linen.	
Thick isolation gowns		
Thick raincoat (with opening buttons)		
DISCARD		
Head cap, Medical mask, Gloves, Shoe covers	Discard after use in yellow trash bin.	
N95 respirator	Discard after shift in yellow trash bin.	
Laundered coveralls	Discard after shift in yellow trash bin.	All laundered coveralls shall have the mark "W" for "washed" on the right wrist cuff.
Laundered or thin isolation gowns	Discard after shift in yellow trash bin.	If integrity is compromised after single use, discard and charge SET A as replacement.
Raincoat (poncho type)	Discard after use in yellow trash bin.	
Improvised face shield	Discard after shift in yellow trash bin.	

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Annex B: Updated PPE Sets

PPE	CONTENT	PURPOSE	CHARGING
SET A	<ul style="list-style-type: none"> Cap (1) Medical mask (1) Isolation gown (1) Clean gloves (2) 	<ul style="list-style-type: none"> For patient transport. Charge if isolation gown in SET B has been compromised. Diagnostic areas stock. 	-According to need.
SET B	<ul style="list-style-type: none"> Cap (1) N95 (1) Eye protectors (1) Face shield (1) Isolation gown (1) Coveralls (1) Clean gloves (2) Shoe covers (2) 	<ul style="list-style-type: none"> Starting set to be used in COVID areas (except ER). <p><i>Please refer to the donning/doffing instructions.</i></p>	-Will be released according to list sent to CSS.
SET C	<ul style="list-style-type: none"> Cap (1) Medical mask (1) Raincoat (2) Gloves (2) Shoe covers (2) 	<ul style="list-style-type: none"> To be worn over SET B for exposure prone procedures (feeding, suctioning, etc) <p><i>Please refer to the donning/doffing instructions.</i></p>	-Charge one per patient at the start of each shift then as needed.
SET D	<ul style="list-style-type: none"> Cap (1) N95 mask (1) Coveralls (1) Clean gloves (2) Shoe covers (2) Eye protectors, glass type (1) 	<ul style="list-style-type: none"> For charge nurses in COVID AREAS Also as replacement in case coveralls are compromised (torn, soaked through, contaminated, etc) - 	-Will be released according to list sent to CSS. -As needed: indicate purpose in charge slip.
SET E	<ul style="list-style-type: none"> Cap (1) N95 (1) Eye protectors (1) Face shield (1) Coveralls (1) Clean gloves (4) Shoe covers (2) 	<ul style="list-style-type: none"> Starting set to be used in COVID ER. Bedside procedures (central line insertion, chest tube insertion, COVID testing, etc) in COVID AREAS For visiting physicians, rad. techs, non-invasive staff in COVID AREAS. 	-Will be released according to list sent to CSS by ER. -As needed: indicate purpose in charge slip.

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Annex C: Daily Acquisition Form



Daily Acquisition of Essential COVID Items for Unit Use

UNIT:

DATE:

	Staff Name	Designation	Shift
1			
2			
3			
4			
5			
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Prepared by:

Released by (CSS personnel):
