



## Fact Sheet: Completing new PPE Order Form (Pharmacy)

15 March 2022

The following provides pharmacy with guidance on completing the new **Pharmacy PPE Order Form**, which you will receive through your PHN. The new process for PPE ordering, distribution and delivery is illustrated in Appendix 1.

### General Information

#### What's new about PPE ordering, processing and distribution arrangements?

To streamline the distribution of PPE, Living with COVID PPE Bundles, Emergency Provision PPE and pulse oximeters will now be ordered through the PHNs using a single PPE Order Form and delivered directly to the practice or pharmacy by a national distributor (rather than via the PHN).

The purpose of this change is to support a more streamlined approach to PPE distribution and to provide greater visibility of stock tracking and delivery. Importantly it will also reduce the requirement for PHNs to undertake pick and pack and dispatch of PPE to general practice and pharmacies in their area, saving on effort and distribution lags.

#### When do I need to submit my PPE Order Form to my PHN?

The deadline for submitting your PPE Order Form will be communicated by your respective PHN. As illustrated in Appendix 1, PHNs are responsible for consolidating individual PPE Order Forms from general practice and pharmacy into a new smart spreadsheet, which is due to the Department of Health daily by 9am.

**Please Note:** As an interim measure, PHNs will consolidate allied health professional PPE orders into a separate spreadsheet which is due to the Department Health daily by 9am. Moving forward, the smart spreadsheet will be re-configured to consolidate requests from general practice, pharmacy and allied health professionals.

#### How long will it take my PPE to be delivered to my pharmacies?

Pharmacies that are rural and/or remote, as per the Modified Monash Model 3-7, will be flagged as priority sites for shipping. Shipping will be by road freight and transit times will vary depending on location. Pharmacies will receive a tracking number once their order has been packed at the warehouse and will be able use this number to check delivery progress.

<sup>1</sup> Rural and Remote areas is defined as RRMA zones 3-7, as per <https://www.health.gov.au/health-topics/health-workforce/healthworkforce-classifications/rural-remote-and-metropolitan-area> 1



I have already placed an order for PPE in the last 4 weeks, through my PHN. What transition arrangements are in place to ensure I receive my order.

If you have placed an order with your PHN in the last 4 weeks, your order will be delivered to the PHN as per the existing process. Noting that each PPE bundle equates to one month's supply of PPE, you do not need to submit a new order for PPE under the new process, until you have received your order from your PHN, and you have used your allocation. If you have not received an order that has been placed within the last 4 weeks, please contact your PHN.

When you have nearly used your monthly allocation, you may use the form to order your next month's supply.

**When completing the PPE Order Form, what are my obligations?**

When submitting the PPE Order Form to PHNs, pharmacy must:

- Agree to order PPE for those pharmacist administering vaccines only. Other pharmacists and pharmacy staff are not eligible for PPE under this package.
- Agree that the details provided in the form are true and accurate, and all eligibility requirements have been met.
- Ensure that consent has been obtained from each eligible pharmacist for the collection, use and disclosure of this personal information to the Primary Health Networks, Logistics and Distribution Partners, and to Australian Government Department of Health for ordering, auditing and delivery purposes.

**Why must my APHRA number be collected?**

Pharmacies must provide PHNs with the APHRA number of relevant pharmacists managing COVID positive patients, for whom the PPE is sought. APHRA numbers will be used by the Department of Health to conduct allocation and verification checks.

## Living with COVID PPE Bundles

**What pharmacists are eligible for Living with COVID PPE Bundles?**

Living with COVID Bundles are strictly limited to pharmacists who are directly administering the COVID-19 vaccination. Compliance checks and audits may be undertaken between vaccination volumes and PPE requests.

**What type and quantities of PPE are available in a Living with COVID PPE Bundle?**

Each Living with COVID PPE Bundle contains:

- P2/N95 respirators (90 units) can be ordered monthly
- Either a goggle or face shield (1 units) a one off single order as this item can be re-used.



#### How long is a Living with COVID PPE Bundle expected to last?

The Living with COVID PPE Bundle is intended to supply each eligible pharmacist with 1 month supply of PPE. You must not place an order for P2/N95 respirators if you have placed a previous order within the last 4 weeks. You must not place an order for a goggle/ face shield if you have placed a previous order, as this is a one-off order (as this item can be washed and re-used).

#### How long will Living with COVID PPE Bundles be made available to pharmacists?

The provision of P2/N95 respiratory and eye protection for pharmacists directly involved with COVID-19 vaccinations is expected to end on 30 September 2022.

#### Are pharmacists eligible for pulse oximeters?

Unlike general practice, pharmacists are not eligible for pulse oximeters.

#### Are pharmacists eligible for Top Up PPE?

Unlike general practice, pharmacists are not eligible for Top Up PPE.

### Emergency Provision PPE

#### Under what circumstances would Emergency Provision PPE be ordered?

Emergency Provision PPE can only be accessed where there is no local supply available commercially, or from another State or Territory government scheme.

#### What Emergency Provision PPE is available to pharmacy?

Eligible pharmacies can access the following Emergency Provision PPE:

- Surgical masks (1 box)

### PPE Size & Brand Preferences

#### What PPE do I need to indicate a size preference?

You have the option to select preferred size of P2/N95 respirators (small or regular). Please complete a separate line for each practitioner and tick to indicate size preference of P2/N95 respirators.

#### What arrangements are in place if size preferences cannot be met?

The Department of Health will endeavor to meet your size choice, however in the event of stock unavailability, the Department will automatically allocate the next size up.

#### If I have a specific brand preference, can my order be met?

PPE from the NMS is being made available for free under emergency conditions, and as such, brands will not be provided based on preference. If pharmacies have brand preferences these will need to be sourced privately.



## Tracking a PPE Order

### How can I track my PPE order?

Once your PPE order is generated by the national distributor, a Purchase Order Confirmation (POC) will be emailed to your practice via email. You can use your order number to track your order on the DHL website.

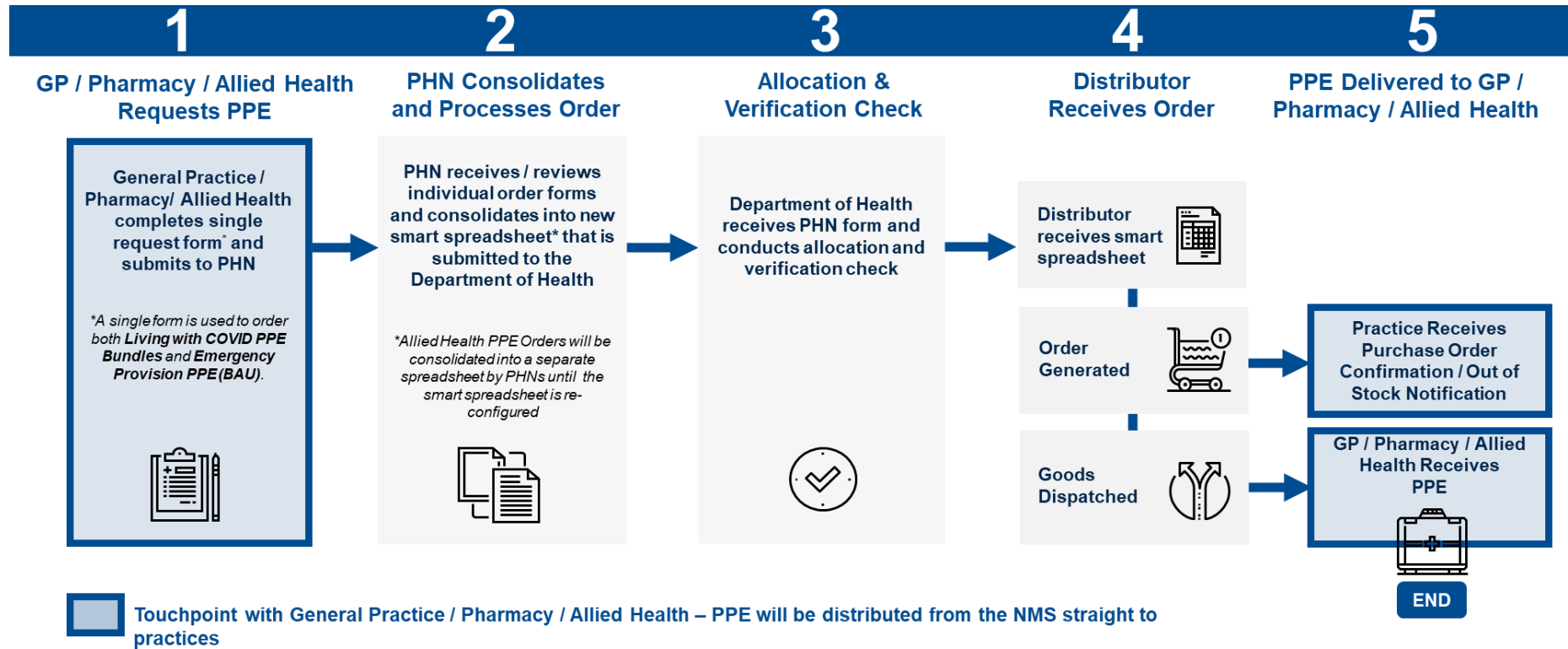
**If you have further questions, please contact your PHN**



### Appendix 1: Living with COVID: PPE Ordering, Distribution & Delivery Bridging Solution

As part of the **Living with COVID-19 Primary Care Package**, the Government is making **additional Personal Protective Equipment (PPE) available to Pharmacy, Allied Health and General Practice**, including Aboriginal Community Controlled Health Services (ACCHS) and General Practice Respiratory Clinics (GPRCs).

PPE will be distributed from the **National Medical Stockpile (NMS)** straight to practices using the below **5-step process**.



<sup>1</sup> Rural and Remote areas is defined as RRMA zones 3-7, as per <https://www.health.gov.au/health-topics/health-workforce/healthworkforce-classifications/rural-remote-and-metropolitan-area>



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