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# MEMO

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**Date:** May 11, 2020

**To:** Community Area Directors  
Community Health Services Leadership Team  
Managers Facility & Support Services

**From:** Gina Trinidad  
Chief Health Operations  
Officer

Shelley Hopkins  
Chief Financial Officer

**cc:** Ricardo Almosnino, Shared Health  
Wendy Ducharme, WRHA

**Subject:** PPE Audit and Monitoring Process - Community

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The security, administration and ongoing availability of Personal Protective Equipment (PPE) are vital to the containment of the COVID-19 pandemic. At the request of the Government of Manitoba, and Shared Health, Standard Operating Procedures for PPE Inventory Operations and Security have been developed to provide increased security and control over PPE supplies. In addition, a Monitoring and Auditing process is being implemented to ensure compliance with the *Provincial PPE Supply Management and Stewardship Planning and Guidance Framework*.

These process controls are intended to be standardized across all sites and sectors. It is recognized that operational adaptation may be necessary based on service delivery models as well as human and physical space resource variability. The controls will apply to ALL instances of warehousing or storage of PPE commensurate to the storage concept e.g. site warehouse, unit storage, charge nurse office, etc.

Last week, Shared Health Internal Audit supported the rollout of the PPE Audit and Monitoring process in Acute Care sites and the Warehouse. As work continues in Acute Care, WRHA is now rolling out the Assessment tool for completion by all Community sites that receive and store PPE.

To support Community Sites in their work to enable the Standard Operating Procedures and completion of the Self-Assessment, the following tools have been developed:

- Standard Operating Procedures for PPE Inventory Operations and Security
- Self - Assessment – PPE Inventory Operations and Security – Unit Department

With respect to the Monitoring and Audit process, sites should be aware of the following key functions that will be completed and/or supported by Shared Health Audit and Risk:

- SDOs and Sites should expect both scheduled and unannounced visits from the Risk and Audit Services team.
- Specific functions will include:
  - Observation to identify potential compliance gaps.
  - Identification of additional controls required to reinforce current standard operating procedures.
  - Specific recommendations of opportunities for improvement identified during the audit.

Please find attached additional information and a Self-Assessment Template for completion. A call will be set up with Wendy Ducharme, lead for PPE Education in WRHA and Ricardo Almosnino to walk through the process and answer any questions that you may have. Please ensure that you have reviewed the attached materials prior to the call.

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