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| Fact sheet – Ordering process for RPE  |
| 30 May 2022 |
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# Ordering of P2/N95 respirators

From 21 March 2022, health services order respirators using Monash Health’s ordering system Zycus. This enables health services to order P2/N95’s with the type of model and quantities required.

How is works:

* All N95 models available on Zycus
* An order limit will be placed on each N95 model. The order limit represents the maximum volume for each health service the State Supply Chain (SSC) will send out each week
* If health services request less than their order limit, Zycus will allocate the request rounded up to the nearest carton
* If the request is more than their order limit, Zycus will allocate the maximum allowable amount and add the remaining volume as a back order for the following week
* If there are supply constraints with a particular N95 model, the order limit will be reduced until it is in good supply again. Health services can request an alternative N95 in the interim
* The SSC will continue to deal with any exception requests via the Service Desk (covid19ppeordering@monashhealth.org) in line with the current process

Further information or questions to the Service Deck (covid19ppeordering@monashhealth.org).

# Reporting a fault or issues with P2/N95 respirators

Issues with respirators (i.e.: straps snaping or odour) please raise a ticket with ZenDesk for the issue to be investigated.

The HealthShare Victoria (HSV) Helpdesk can be contacted on (03) 9947 3900 or emailed at:

For Hospitals: helpdesk@healthsharevic.org.au

For Suppliers: helpdesk@healthsharevic.org.au

Please provide details of the batch and box number and a photo of the issue.

# Ordering fit testing consumables

There are two machines in use in Victoria- a Portacount8048 supplied by Kenelec Scientific and the AccuFIT9000 supplied by Active Environmental Solutions (AES).

The respective companies can be contacted regarding procurement of a fit testing machine and with the purchase of consumables for their fit testing machines.

There is a range of information available on the suppliers” website, including contact details, technical and resources, instructions for machine setup and use, ordering of consumables, machine hire and training.

Websites:

**Portacount/Kenelec Scientific**, <<https://www.kenelec.com.au/products/tsi-8048-portacount-respirator-fit-tester/>>

**AccuFit/AES,** <<https://aesolutions.com.au/accufit9000-pro>>

# The National Medical Stockpile

The supply of PPE for Commonwealth Government-funded services (residential and in-home care) is available through the Commonwealth National Medical Stockpile. <https://www.health.gov.au/initiatives-and-programs/national-medical-stockpile>

The National Medical Stockpile can be contacted for information about accessing the Commonwealth Government's strategic reserve of drugs, vaccines, antidotes and protective equipment for use in national health emergencies.

* **For Primary Care** personal protective equipment (PPE) requests and to discuss other Primary Care matters – please contact phncovid-19@health.gov.au
* **For Aged Care** personal protective equipment (PPE) requests and to discuss other Aged Care matters – AgedCareCOVIDPPE@health.gov.au
* **For National Medical Stockpile** personal protective equipment (PPE) requests in emergencies and to discuss other National Medical Stockpile matters – Stockpile.Ops@health.gov.au
* **For NDIS** personal protective equipment (PPE) requests and to discuss other NDIS matters- NDISCOVIDPPE@health.gov.au
* **For Private hospitals** personal protective equipment please contact private suppliers

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