



STANTON TERRITORIAL HEALTH AUTHORITY

Yellowknife, Northwest Territories

TITLE: Purchasing and Inventory Policy	Revision Date: 02-July-2016	Issue Date: 02-July-2014
Document Number: QUA50100	Status: Approved	
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Approved by: C. Case, Manager of Diagnostic Services	Signed by: <i>Cheryl Case</i>	

POLICY:

The Laboratory maintains a process to evaluate, select, purchase and monitor the acquisition of goods and services. This includes point of care testing and referral laboratories.

PURPOSE:

The purpose of this policy is to ensure that goods and services utilized by the Laboratory meet established standards and to ensure that an adequate supply is available to produce quality laboratory results in a timely fashion.

Efficient and cost effective operations need the uninterrupted availability of reagents, supplies and services. This policy outlines the process for setting expectations, and building and/or maintaining good relationships with providers of materials and services.

RESPONSIBILITY:

The Government of the Northwest Territories – Public Works and Services Procurement Shared Services

Procurement Shared Services (PSS) is the branch of the GNWT that administers and manages larger government procurement.

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Services offered by Procurement Shared Services include:

- Contract Advice
- Contract Management Advice
- Training and Information Sessions
- Procurement Services over \$5000

The Government of the Northwest Territories – Department of Health and Social Services

The DHSS works through PSS with their assigned procurement specialist to meet procurement needs. By doing so, the GNWT standardizes procurement practices and processes, implements best practices government-wide, and improves service efficiencies.

Stanton Territorial Health Authority – Materials Management

The Materials Management department has a process to identify critical supplies and services, and to define the necessary characteristics or functional requirements for each. These expectations are communicated to the respective vendors who are then evaluated for their ability to meet the requirements.

Contracts to **obtain** or **provide** critical supplies, materials, referrals, and other needed services are reviewed to ensure that each party's expectations are defined. These contracts are maintained by Stanton's Materials Management department.

The Materials Management department places approved orders for goods and services with the vendors, receive the orders, and transport them to the laboratory.

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Stanton Territorial Health Authority – Director of Operations

The Director of Operations has signing authority for laboratory orders up to \$50,000.

Laboratory Advisory Committee

The Laboratory Advisory Committee is responsible for assisting in the evaluation of new Territorial vendors, monitoring of current Territorial vendors, and monitoring referral laboratories.

Stanton Territorial Health Authority – Manager of Diagnostic Services

The Manager of Diagnostic Services has signing authority for laboratory orders up to \$10,000.

Stanton Territorial Health Authority – Laboratory Supervisor

The Laboratory Supervisor has signing authority for laboratory orders up to \$5,000.

The Laboratory Supervisor may perform the functions assigned to Tech IIs and Laboratory Personnel.

Stanton Territorial Health Authority – Tech IIs

The Laboratory Tech IIs are responsible for ensuring the stock of supplies is adequate for their department and provide the compiled order to the appropriate signing authority.

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The Laboratory Tech IIs are responsible for unpacking supplies, reconciling arrivals, ensuring proper storage and rotation of laboratory supplies.

The Laboratory Tech IIs are responsible for following up on backorders, deficiencies or discrepancies reported by Laboratory Personnel.

The Laboratory Tech IIs may also perform the functions assigned to Laboratory Personnel.

Stanton Territorial Health Authority – Laboratory Personnel

Laboratory Personnel are responsible for tracking stock items (laboratory products and supplies) used and notifying the appropriate Tech II when additional items are required.

Laboratory Personnel are responsible for unpacking supplies, reconciling arrivals, ensuring proper storage and rotation of laboratory supplies.

Laboratory Personnel are responsible for performing appropriate quality control.

Laboratory Personnel are responsible for reporting any backorders, deficiencies or discrepancies to the Tech II or Supervisor for follow up.

KEY ELEMENTS:

The Purchasing and Inventory section of the Laboratory Quality Manual will provide guidance for the following processes:

- Selection based on ability to meet requirements
- Purchase of materials or services

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- Supplier, contractor, and consultant evaluation
- Inspection and verification of received materials
- Storage and handling of materials
- Inventory management
- Identification and tracing of critical materials and services

RELATED DOCUMENTS:

- QUA50200 Selection Based on the Ability to Meet Requirements
- QUA50300 Purchase of Materials or Services
- QUA50400 Supplier, Contractor and Consultant Evaluation
- QUA50500 Inspection and Verification of Received Materials
- QUA50600 Storage and Handling of Materials
- QUA50700 Inventory Management
- QUA50800 Identification and Tracing of Critical Materials and Services

REFERENCES:

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- Clinical and Laboratory Standards Institute. (2011). *Quality Management System: A Model for Laboratory Services; Approved Guideline* (Fourth Edition ed.). Wayne, PA, USA: Clinical and Laboratory Standards Institute.
- Clinical and Laboratory Standards Institute. (2006). *The Key to Quality: The fundamentals for implementing a quality management system in the clinical laboratory*. Wayne, Pennsylvania: Clinical and Laboratory Standards Institute.
- Government of the Northwest Territories. (n.d.). *Procurement Shared Services: About Us*. Retrieved June 30, 2014, from Public Works and Services:

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<http://www.pws.gov.nt.ca/PSS/AboutUs.htm>

- Quality Management Team. (2004). Purchasing and Inventory Policy. In *Laboratory Quality Manual* (pp. QSE-04). Huntsville, ON: Muskoka Algonquin Healthcare.
- Stanton Regional Health Board. (2002). Delegation of Signing Authorities. In *Hospital Wide Manual* (pp. F-0515). Yellowknife, NT.

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	02Jul14	Initial Release	C. Russell