



CIRCULAR: H132...../ 2020

TO:

CHIEF DIRECTORS: RURAL / METRO / HEALTH PROGRAMMES
DIRECTORS: DISTRICT HEALTH SERVICES
HEADS: ALL HOSPITALS
HEADS: ALL COMMUNITY HEALTH CENTRES AND CLINICS
EXECUTIVE DIRECTOR HEALTH: CITY OF CAPE TOWN

FOR CIRCULATION TO ALL PHARMACY & STORES STAFF & CAPE MEDICAL DEPOT DEMANDERS

ORDER PROCEDURE OF PHARMACEUTICALS, NON-PHARMACEUTICAL & PPE ITEMS FROM CAPE MEDICAL DEPOT

As with all the health care facilities in the Western Cape, the Cape Medical Depot (CMD) as well as the Oudtshoorn Medical Depot (OMD) has also been adversely affected by Covid-19. The CMD and OMD have staff members who have tested positive for Covid-19 as well as staff members who are currently PUI's, affecting the operations of the CMD and the OMD.

Orders may be placed as usual, however CMD and OMD will print orders placed, every two weeks instead of once a week as custom.

Kindly note that the current arrangements regarding the order cut off times remain the same i.e. orders must be confirmed on WinRDM by 12 noon on the working day prior to your facility's print day.

In order to render an ongoing service to support our health care workers as well as the patients in the Western Cape, the following will apply:

As from **Monday 13th July 2020** the delivery schedule will be as follows:

Commencing the week of the **13th July**, CMD and OMD to print all orders placed for facilities who have their 'print' day on a **Monday, Wednesday and Friday**.

These orders to be delivered on the normal delivery day as per usual schedule.

Facilities to order sufficient stock for two weeks usage during the week 27th July for delivery in the week of 13 July 2020.

The facilities with their usual print day on either a **Tuesday** or **Thursday** will receive their orders as below:

- As of the **20th July 2020**, CMD and OMD will print facilities' orders placed for 'print' days on a Tuesday and Thursday.

- The orders to be delivered on the usual delivery day as per schedule.
- Facilities to order sufficient stock for two weeks usage during the week of 3rd August 2020.
- This will not affect the day on which you usually receive your order, except in an unplanned emergency event, of which you will be notified.

For ease of reference, CMD has compiled a table (Annexure A attached) indicating the schedule for ordering and delivery.

Emergency Orders:

The CMD and OMD will accept emergency orders as per the usual procedure. These will be vetted by the Operations Pharmacist Manager before approval.

Please ensure that these are actual emergencies rather those arisen from irrational order patterns or failing to order timeously.

Emergency orders to be collected or delivered as per arrangement.

Public Holidays:

Should your print day fall on a public holiday during this period, CMD and OMD to print your order on the first working day after the public holiday and use best endeavours to ensure the order ready for delivery on your usual delivery day.

Should your order confirmation day fall on a public holiday, you must confirm the order by 12 noon on the working day before the public holiday.

Please note that the following days are public holidays during the Annexure A period; Monday 10th August, Thursday 24th September. This arrangement will be reviewed when the CMD and OMD return to weekly deliveries for all facilities.

This arrangement will continue until such time that the CMD and OMD are able to resume with weekly deliveries.

Please do not order excessively as this could cause unnecessary stock outs of items.

Should there be any further clarity required, please contact the CMD helpdesk at cmdhelpdesk.cmdhelpdesk@westerncape.gov.za. Tel 021 483 2376 or 021 483 2437
In the case of being an OMD demander, at Tel: 044 203 4705

We thank you for your understanding and co-operation.



MS K LOWENHERZ

DIRECTOR: PHARMACY SERVICES

DATE: 3/7/20

ANNEXURE A

WEEK TO ORDER	PRINT DAY	DELIVERY DAY / RECEIVING DAY
13 JULY – 17 JULY	MONDAY, WEDNESDAY, FRIDAY	MONDAY PRINT = WEDNESDAY WEDNESDAY PRINT = FRIDAY FRIDAY PRINT = TUESDAY FOLLOWING WEEK
20 JULY – 24 JULY	TUESDAY, THURSDAY	TUESDAY PRINT = THURSDAY THURSDAY PRINT = MONDAY FOLLOWING WEEK
27 JULY – 31 JULY	MONDAY, WEDNESDAY, FRIDAY	MONDAY PRINT = WEDNESDAY WEDNESDAY PRINT = FRIDAY FRIDAY PRINT = TUESDAY FOLLOWING WEEK
3 AUGUST – 7 AUGUST	TUESDAY, THURSDAY	TUESDAY PRINT = THURSDAY THURSDAY PRINT = MONDAY FOLLOWING WEEK
10 AUGUST – 14 AUGUST	MONDAY, WEDNESDAY, FRIDAY	MONDAY PRINT = WEDNESDAY WEDNESDAY PRINT = FRIDAY FRIDAY PRINT = TUESDAY FOLLOWING WEEK
17 AUGUST – 21 AUGUST	TUESDAY, THURSDAY	TUESDAY PRINT = THURSDAY THURSDAY PRINT = MONDAY FOLLOWING WEEK
24 AUGUST – 28 AUGUST	MONDAY, WEDNESDAY, FRIDAY	MONDAY PRINT = WEDNESDAY WEDNESDAY PRINT = FRIDAY FRIDAY PRINT = TUESDAY FOLLOWING WEEK
31 AUGUST – 4 SEPTEMBER	TUESDAY, THURSDAY	TUESDAY PRINT = THURSDAY THURSDAY PRINT = MONDAY FOLLOWING WEEK
7 SEPTEMBER – 11 SEPTEMBER	MONDAY, WEDNESDAY, FRIDAY	MONDAY PRINT = WEDNESDAY WEDNESDAY PRINT = FRIDAY FRIDAY PRINT = TUESDAY FOLLOWING WEEK
14 SEPTEMBER – 18 SEPTEMBER	TUESDAY, THURSDAY	TUESDAY PRINT = THURSDAY THURSDAY PRINT = MONDAY FOLLOWING WEEK
21 SEPTEMBER – 25 SEPTEMBER	MONDAY, WEDNESDAY, FRIDAY	MONDAY PRINT = WEDNESDAY WEDNESDAY PRINT = FRIDAY FRIDAY PRINT = TUESDAY FOLLOWING WEEK
28 SEPTEMBER – 2 OCTOBER	TUESDAY, THURSDAY	TUESDAY PRINT = THURSDAY THURSDAY PRINT = MONDAY FOLLOWING WEEK
5 OCTOBER – 9 OCTOBER	MONDAY, WEDNESDAY, FRIDAY	MONDAY PRINT = WEDNESDAY WEDNESDAY PRINT = FRIDAY FRIDAY PRINT = TUESDAY FOLLOWING WEEK