

## Panorama Inventory Policy

TOPIC:	<b>Request for a New Holding Point</b>		
APPROVED BY:	<b>Saskatchewan Ministry of Health</b>	DATE APPROVED:	<b>2017-04-04</b>

### POLICY:

Requests for new permanent holding points (e.g., new Public Health office) must be submitted by a Public Health Nursing Manager or their designate to the Population Health Branch in the Ministry of Health for approval before:

- Changes to the delivery services from the provincial vaccine depot are accommodated; and
- New holding points are added into the Inventory module by eHealth Saskatchewan\*.

Other holding point requests (e.g., switching shipping destinations for a health office for a particular date) can be directly communicated to provincial vaccine depot staff by a non-managerial designate and do not require the Ministry's approval.

### PURPOSE:

To ensure a consistent process is followed for holding point requests to the Ministry of Health.

### PROCEDURE:

1. The PHN Manager or designate must submit holding point requests at least one month in advance of the preferred request implementation date to the Ministry of Health for review. Please send the request via email to [Loretta.vanhaarlem@health.gov.sk.ca](mailto:Loretta.vanhaarlem@health.gov.sk.ca)
2. The following information must be provided in the requester's email for order for the request to be reviewed:
  - a. Identify type of request:
    - i. **Delivery schedule change** – Specify:
      1. Location address; and
      2. Preferred weekday for delivery; and
      3. Frequency of delivery.
    - OR**
    - ii. **New office** – Specify:
      1. Location address; and
      2. Preferred weekday for delivery; and
      3. Frequency of delivery.
  - b. Rationale for request and/or additional information.
3. The Ministry of Health will reply to the requester regarding the Ministry's decision within two weeks of date received. If approved, the Ministry and/or provincial vaccine depot staff will contact the requester to facilitate implementation of the request. If not approved, the Ministry of health will contact the requester.

\***Only** after receiving approval from the Ministry will the requester complete and submit the *Application to add new Holding Point* form and submit it to eHealth. The form is available on the Panorama Gateway site:

<http://www.ehealthsask.ca/services/panorama/inventory/Pages/Training.aspx>.