

## **Home Birth Supplies Program (HBSP) Adding/Removing a Care Provider to/from the HBSP**

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### **INTRODUCTION**

In response to questions and feedback that have been received by the HBSP and the MABC since the HBSP's inception, a brief guide (below) has been developed for Managers, Perinatal and Midwifery Leads and Health Authority Representatives when care providers are being added to or leaving the HBSP. The following list is meant to be a starting point and provide some guidance to ensure that there is communication regarding all aspects of the HBSP. It is recognized that Primary Hospital sites and Health Authorities may have site or HA specific logistical details regarding their implementation of various components of the HBSP and this list is not meant to replace or override those details or the site/HA specific resources that may have been developed.

### **COMPONENTS TO DISCUSS**

#### **1. Product Distribution Centre (PDC)**

If a Primary Hospital Site wishes to *add* (eg. new grads) or *remove* (eg. leaving practice) a care provider from having access to ordering from the PDC, a form needs to be completed and returned directly to the PDC.

If a care provider is *moving* their practice from one Primary Hospital Site to another, the same form can be used to notify the PDC. In this situation, it is indicated that the care provider is being removed from one cost centre number and added to another.

In introducing and orienting care providers to the HBSP a policy statement should be reviewed and signed. The policy statement outlines the responsibilities of the care provider to participate in the HBSP. The policy statement needs to be reviewed and signed by the Health Authority Representative and the Care Provider.

The form to add or remove a care provider to/from the PDC along with the Policy Statement can be found at:

[www.perinatalservicesbc.ca/health-professionals/professional-resources/home-birth-supplies-program](http://www.perinatalservicesbc.ca/health-professionals/professional-resources/home-birth-supplies-program)

If a care provider is leaving the HBSP completely, any reusable equipment that was ordered from the PDC should be returned to their primary hospital site if requested. Eg. stethoscope, headlight

#### **2. Hospital Instrument Sets**

Each Primary Hospital Site has established a process for the Hospital Instrument Sets to be picked up and returned by care providers. The Medical Device Reprocessing Department (MDRD) is involved in this process as the Hospital Instrument Sets are reprocessed by the MDRD. Discussion with care providers regarding site specific details is helpful to ensure that the established processes regarding the Hospital Instruments Sets are followed. Information for care providers can be found at:

[www.perinatalservicesbc.ca/Documents/Resources/HBSP/InstrumentReprocessingFAQs.pdf](http://www.perinatalservicesbc.ca/Documents/Resources/HBSP/InstrumentReprocessingFAQs.pdf)

If a care provider is leaving the HBSP, any Hospital Instrument Sets that were loaned out to them should be returned to their Primary Hospital Site.

If a care provider does not use the Hospital Instrument Sets provided and take advantage of the sets' subsequent reprocessing by the care provider's Primary Hospital Site, they are asked to sign a waiver acknowledging their responsibilities in ensuring the sterilization of their personal equipment meets provincial standards.

### **3. Oxygen Tanks**

Each Primary Hospital Site has established a process for care providers to obtain and return oxygen tanks. Discussion with care providers regarding site specific details, such as location to pick up full tanks and return empties, is helpful to ensure that the established processes regarding the Oxygen tanks are followed. If the care provider is leaving the HBSP, the oxygen tanks loaned to the care provider should be returned to the designated area for refill and circulation back into the oxygen tank rotation for the Primary Hospital Site.

### **4. Home Birth Records Submission**

Submission of prenatal forms from home births is an important component of the HBSP. Please discuss with care providers to ensure that they are aware of what forms need to be submitted and how/where this is done. The forms that need to be submitted include:

- Antenatal Record (Parts 1 & 2)
- Labour Partogram
- Newborn Record (Parts 1 & 2)
- Labour & Birth Summary

Information for care providers regarding birth records submission can be found at:

[www.perinatalervicesbc.ca/Documents/Resources/HBSP/HomeBirthRecordsSubmissionFAQs.pdf](http://www.perinatalervicesbc.ca/Documents/Resources/HBSP/HomeBirthRecordsSubmissionFAQs.pdf)