

## Home Birth Supplies Program (HBSP) Leaving Checklist

The checklist below details the steps to be taken by managers and care providers regarding the HBSP when a care provider leaves a Health Authority or Primary Hospital Site.

*(Check when complete)*

### **1.0 Product Distribution Centre (PDC)**

- If reusable items were ordered from the PDC, these have been returned to the Primary Hospital Site (eg. Doppler, stethoscope, etc). (See Appendix I for detailed list)
- PDC account for care provider cancelled by manager [\(please use this form\)](#).

### **2.0 Hospital Instrument Sets**

- Hospital Instrument Sets have been returned to Primary Hospital Site for reprocessing and re-distribution. (See Appendix II for detailed list) OR NO Instrument Sets Provided to Care Provider and Waiver is on file with the HBSP HA Lead.

### **3.0 Oxygen Tanks**

- Oxygen tanks have been returned to Primary Hospital Site for refilling and re-distribution.

### **4.0 Submission of Records for Home Births**

- All required forms for all home births have been submitted to the location designated by the Primary Hospital Site or Health Authority

Signature of Care Provider:	Signature of Witness: (Health Authority Representative)
Name (print):	Name of Witness (print):
Date signed:	Date Witnessed:

Original – HA Representative  
Copy – Care Provider

### Appendix I: Reusable Equipment List

PDC Code	Description	Previous Order Date	Returned Check (✓)	Notes
6515110157	DOPPLEX AUDIO DISPLAY FETAL 2MHZ PROBE			
6515508640	HEAD LAMP WELCH ALLAN GREEN SERIES			
6515508639	HEATING PAD			
6515110158	OXIMETER PULSE DIGITAL EDAN			
6530110618	OXYGEN WRENCH FOR D & E TANK EACH			
6515508602	REGULATOR FOR SIZE "D" OXY TANK			
6515160100	SPHYGMOMANOMETER - ADULT			
6510160205	SHYGMOMANOMETER ANEROID ADULT LARGE			
6515508635	STETHOSCOPE FETAL CASCADE			
6515110153	STETHOSCOPE INFANT LITTMAN CLASSIC			
6515160118	STETHOSCOPE LITTMANN CLASSIC III			
6515871157	SUCTION PUMP 800CC DEVILBISS			
6685190007	THERMOMETER DIGITAL SURETEMP W/A			

### Appendix II: Hospital Instrument Set List

**Bundles Issued to Care Provider:**

2 Birth Bundles, 2 Suture Bundles, 1 UVC Bundle and 1 Episiotomy Scissors  
(note: some sites include Episiotomy scissors in Birth Bundles)

**Or**

**Care Provider declined issue of Hospital Instrument Sets and HBSP Hospital Instrument Set Waiver is on file with the HBSP HA Lead**