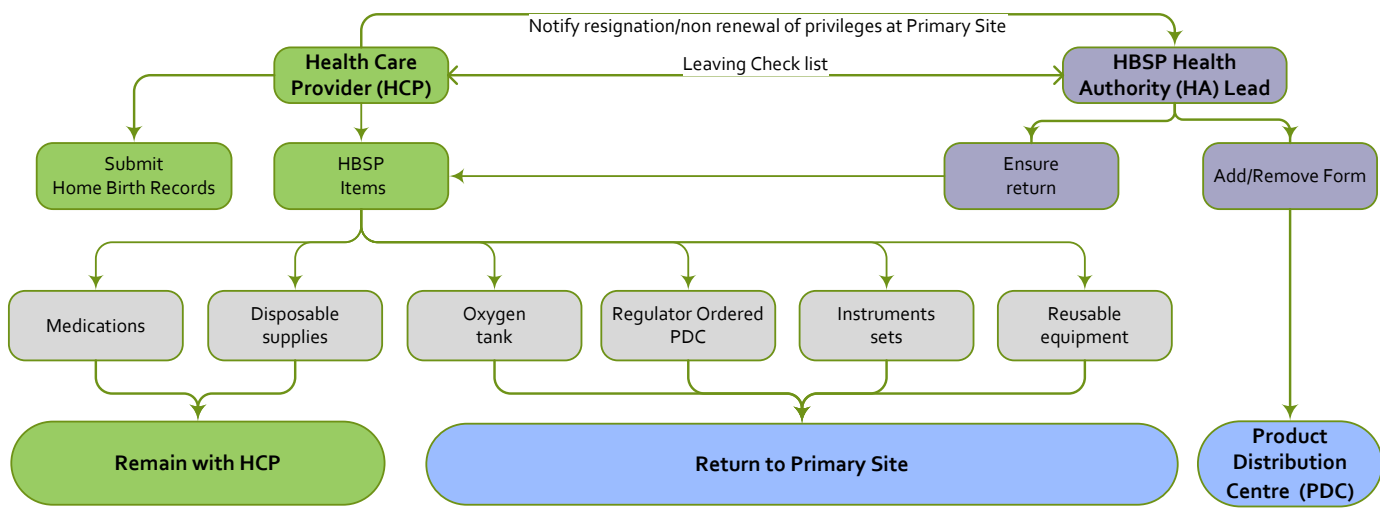


Home Birth Supplies Program (HBSP) Procedure for Removing Care Providers

Upon notification to the HA privileging representative of their intention to resign or not renew their privileges at their primary hospital site or HA, the Care Provider will notify the HBSP HA or Site Lead. The HBSP HA or Site Lead will provide the Care Provider with the [HBSP Leaving Checklist](#) (Appendix L). The Leaving Checklist must be completed by the Care Provider and then submitted to the HBSP HA or Site Lead.



Home Birth Supplies Program (HBSP) Removing Health Care Provider



Removing Health Care Provider - Additional Instructions:

Home Birth Supplies Program: Removing Care Provider Algorithm
Issued: May 2019

1. Reusable Equipment

If a Care Provider leaves ([Leaving Checklist](#) – Appendix L) the health authority or stops practicing, all reusable equipment must be returned to the HA. Reusable equipment is the property of the HA. Each primary site or HA will determine a process for receiving returned reusable equipment, for storing this equipment and for redistributing it when requests are submitted via the [Reusable Equipment Approval Order Form](#) (Appendix D). See the [Leaving Checklist](#) (Appendix L) for a list of items that must be returned.

2. Disposable Supplies and Medications

Disposable supplies and medications will remain with the Care Provider.

3. Instrument Bundles and Oxygen Tanks

The Care Provider will return all instrument bundles and oxygen tanks to their primary site.

4. Homebirth Records

It is the responsibility of the Care Provider to ensure that all homebirth records are submitted as per policy.

Appendix J: [HBSP Records Submission FAQ](#)

5. Product Distribution Centre (PDC)

Once the HBSP Leaving Checklist has been completed and signed off by the HBSP HA or Site Lead, the HBSP HA or Site Lead will submit an [Add/Remove Care Provider Form](#) by fax/email to the PDC.