



**Upper Cumberland  
Healthcare Coalition  
Inventory and Supply Chain  
Management Plan 2022**

**August 2022**

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## I. Introduction

The Upper Cumberland Healthcare Coalition (UCHC, or Coalition) maintains supplies and equipment for response and recovery operations which must be effectively and efficiently managed.

### A. Purpose

The purpose of this Plan is to establish and maintain effective purchasing, management, maintenance, and disposal of Coalition supplies and equipment.

### B. Goal

The goal of this Plan is to promote and support sustainability through effective supply chain management.

### C. Objectives

The Coalition will optimize supply chain practices in the following areas:

- Leveraging contracts and purchasing power of the Lead Hospital;
- Maintaining appropriate climate control and materials handling procedures;
- Utilizing inventory management platforms for accountability, availability, notification of expiration dates and maintenance schedules;
- Rotating supplies to maximize shelf life;
- Appropriate issuing and check-out on mission assignments and resource requests;
- Effective maintenance;
- Accurate determination and processing for end-of-life and disposal;

## II. Purchasing

Acquisition of supplies and equipment will be prioritized in the annual Work Plan and budget in accordance with the roles and responsibilities described in the UCHC Administrative Guidelines and Preparedness Plan.

Administrative supplies will be acquired through direct purchasing contracts established by the Lead Hospital. Special order items will be escalated to the purchasing department in accordance with existing policies.

Single use patient care items will be ordered to utilize the buying power of the Lead Hospital and enable the rotation of supplies within the organization.

Stockpiling caches of deployable pharmaceuticals is not a recommended practice for the UCHC currently. Just-in-time ordering of pharmaceuticals from the Lead Hospital Pharmacy and/or Compounding Facility will be utilized in accordance with existing policies and procedures. During mission assignments, resource requests for essential

pharmaceutical will be considered case-by-case with commercial pharmacies to be considered in addition to the JIT purchasing mentioned above.

Special orders, minor, and capital equipment purchases will be escalated to the purchasing department in accordance with existing policies. Prior approval will be received in accordance with the Work Plan and annual budget prior to submitting a purchase requisition. Requisitions will be processed for approval in accordance with Lead Hospital policies according to the level of funding being utilized.

### III. Materials Handling

Supplies and equipment will be maintained in the most appropriate available space with climate and security controls in place to the extent possible. The Upper Cumberland Regional Office will serve as the primary locations providing these controls for single use, durable, and capital assets and supplies.

Containment of assets and resources should be of consideration for all inventory with bins, pallets, shelving, racking and trailers serving to preserve the condition and maximize the life expectancy of all supplies and equipment.

Materials handling equipment and operators will be of organizational standards with equipment maintenance and personnel training and testing records available for review.

### IV. Inventory Management

The state-wide inventory management system will be used to input, track, check out, deploy, and issue supplies and equipment as appropriate. This platform will also be utilized to track maintenance in accordance with Section (V) below.

Deployment of assets and resources will utilize the inventory management platform with resource assignments made in accordance with the Response and Recovery Plan and Resource Request Algorithm.

### V. Maintenance

Maintenance will be conducted for single use and durable items through stock rotation and/or disposal as indicated in Section (VI) below. Preventative maintenance will be conducted when appropriate and necessary to extend the effectiveness and usable life all Coalition-owned supplies and equipment.

Capital items will be maintained in accordance with manufacturers' guidelines through the bio-medical maintenance contracts of the Lead Hospital or other approved and appropriate department for assets such as vehicles, generator, and trailers.

Maintenance records will be generated and updated in the inventory management platform for notification of due dates and details of necessary work.

## VI. Disposal

The viability of any and all UCHC supplies and equipment should be determined by subject matter experts and/or manufacturer's recommendations under the direction of the Regional Healthcare Coordinator. Efforts are to be made, regardless of single use, durable, pharmaceutical, or capital, to rotate, trade-in, or recycle supplies and equipment to reduce subsequent expenses necessary most effectively for the sustainability of mission packages and program operations.

The final disposition of supplies and equipment will be determined by the Regional Healthcare Coordinator in accordance with HPP guidance and/or advisement from subject matter experts of the Lead Hospital as appropriate.