

Process for Accessing Provincial Ventilator Stockpile

Host Hospital

Requesting Hospital

CritiCall/CCSO/
Critical Care LHIN Lead

START

Requesting Hospital CEO/ senior delegate notifies CritiCall to request ventilator:
1-800-668-4357

CritiCall facilitates teleconference with Critical Care LHIN Lead & Requesting Hospital CEO/ senior delegate to review the request

Request approved?

NO

END

YES

CritiCall sends **Ventilator Allocation Sign-Back Agreement Form** to Requesting Hospital to complete

Requesting Hospital completes **Ventilator Allocation Sign-Back Agreement Form** and returns by Fax/Email to CritiCall and Host Hospital prior to ventilator release

CritiCall faxes completed **Ventilator Allocation Sign-Back Agreement Form** to CCSO

Requesting Hospital arranges transportation for the ventilator

Host Hospital conducts and documents the safety tests on the ventilator prior to releasing it – filling out the **Host Hospital Sending/Receiving Checklist**

Requesting Hospital completes the **Requesting Hospital Sending/Receiving Checklist** to ensure unit is in working order upon receiving the ventilator

When no longer needed, Requesting Hospital returns the ventilator to the Host Hospital, conducting and documenting the safety tests – filling out the **Requesting Hospital Sending/Receiving Checklist**

Host Hospital completes the **Host Hospital Sending/Receiving Checklist** upon receipt of ventilator to ensure it is in working condition

Host Hospital returns ventilator to provincial stockpile in storage and updates the **Ventilator Tracking Log** and the **Quarterly Tracking Form** (submitted to CCSO quarterly)

END

For detailed information, refer to: Ontario's Critical Care Ventilator Stockpile Guidance Document – Version 2.0
For more information contact CCSO by email at: ccsadmin@uhn.ca
Updated: August 2013