CONTINOUS AMBULATORY PERITONEAL DIALYSIS (CAPD) MANAGEMENT

1.0 OBJECTIVE

This procedure is applicable for procurement and management of CAPD items for home delivery. This procedure is shall be used together with current guideline *(Garis Panduan Tatacara Pelaksanaan Pembekalan Alat Disposable Twin Bag Integrated Disconnect Peritoneal Dialysis System (Konsumabel CAPD) kepada pesakit kegagalan ginjal peringkat akhir untuk rawatan Continuous Ambulatory Peritoneal Dialysis (CAPD) di rumah)*.

2.0 POLICY

2.1   Allocated budget for CAPD items *(Objek Lanjut 27401 an 27499)* shall be managed by authorised personnel.

2.2   CAPD items shall be procured by relevant OL accordingly.

2.3   All LPO details for CAPD items created in *ePerolehan* shall be entered in PhIS to monitor CAPD items stock management.

2.4   LPO details for CAPD items shall be entered in PhIS by item type (Drug and Non Drug) accordingly.

2.5   CAPD items replenishment shall be made based on order by the requesting units (CAPD Unit/Nephrology Department) and actual number of patients.

2.6   Each CAPD items' Purchase Order (PO) in PhIS shall be issued based on patient name basis which is 1 LPO per patient

3.0 PROCESS WORKFLOW

No.	Procedure Name : CAPD items for home delivery management	Responsibility	Remarks/ Data/ Document/ etc.
3.1	Receive manual indent (KEW.PS 10) from requesting unit (– CAPD Unit/Nephrology Department).	Authorized Personnel	• Borang Pesanan Item CAPD Untuk Penghantaran Ke Rumah • KEW.PS 10
3.2	Determine if it is a new patient. If Yes, proceed to step 3.2.1 – create patient profile /details. If No, check the indent with patient's previous CAPD items usage and proceed to step 3.3.	Pharmacist/ Clerk	• Borang maklumat pesakit (for new patient) • Preskripsi
3.3	Create PO details in the PhIS with Supplimentary Order request type.	PhIS Authorized Personnel	• Local Purchase Order (LPO)
3.4	Create the LPO number in the e-Perolehan (eP) with patient's details, delivery information, drugs and non drugs used for CAPD treatment (patient basis).	eP Authorized Personnel	• LPO • CAPD Procurement Summary
3.5	Update eP LPO details into the PhIS	PhIS Authorized Personnel	• LPO
3.6	Compile, verify and send receiving documents for CAPD items to Main Store	CAPD Unit/ Nephrology Department	• DO • Patient receiving checklist • LPO • Invois
3.7	Update receiving details in both eP and PhIS	eP and PhIS Authorized Personnel	• DO • LPO
3.8	Generate/print Issue Note and return to CAPD Unit/Nephrology Department for acknowledgement. System will auto issue to the CAPD unit set by facility.	Authorized Personnel	• Issue Note (KEW.PS 3) • Item movement
3.9	Update payment details in the PhIS and 1GFMas	Authorized Personnel	• DO • LPO • Invois
3.10	File Delivery Order (DO) and Issue Note	Clerk	• DO • KEW.PS 3

Procedure Name : Supplementary Order for CAPD items for home delivery management

```
                          ( Start )
                             │
                             ▼
                  ┌─────────────────────────┐
                  │ 3.1                      │
                  │ Receive manual indent    │
                  └─────────────────────────┘
                             │
                             ▼
                      ◇ 3.2          ◇      Yes    ┌─────────────────────────┐
                      New patient        ──────────▶│ 3.2.1                   │
                      ◇              ◇              │ Enter patient details   │
                             │                      └─────────────────────────┘
                             │ No                              │
```

─ **PhIS**

```
                  ┌─┬──────────────────────┬─┐
                  │ │ 3.3                  │ │◀─────────────────┘
                  │ │ Create PO with       │ │
                  │ │ Supplementary Order  │ │
                  └─┴──────────────────────┴─┘
```

─ **eP**

```
                  ┌─┬──────────────────────┬─┐        ┌───────────────────────┐
                  │ │ 3.4                  │ │- - - - │ Local Purchase Order  │
                  │ │ Create order         │ │        │ (LPO)                 │
                  │ │ (e-Perolehan)        │ │        └───────────────────────┘
                  └─┴──────────────────────┴─┘
```

─ **PhIS**

```
                  ┌─┬──────────────────────┬─┐        ┌───────────────────────┐
                  │ │ 3.5                  │ │- - - - │ LPO                   │
                  │ │ Update LPO details   │ │        └───────────────────────┘
                  └─┴──────────────────────┴─┘
```

─ **CAPD Unit**

```
                  ┌──────────────────────────┐
                  │ 3.6                      │
                  │ Compile, verify DO and   │
                  │ send to Level 1          │
                  │ (main store)             │
                  └──────────────────────────┘
```

─ **eP & PhIS**

```
                  ┌─┬──────────────────────┬─┐        ┌───────────────────────┐
                  │ │ 3.7                  │ │- - - - │ DO                    │
                  │ │ Update receiving     │ │        │ LPO                   │
                  │ │ details by           │ │        └───────────────────────┘
                  └─┴──────────────────────┴─┘
```

─ **PhIS**

```
                  ┌─┬──────────────────────┬─┐        ┌───────────────────────┐
                  │ │ 3.8                  │ │- - - - │ Update item           │
                  │ │ Auto Issue to        │ │        │ movement &            │
                  │ │ CAPD unit            │ │        │ KEWPS.3               │
                  └─┴──────────────────────┴─┘        └───────────────────────┘
```

─ **1GFMAS & PhIS**

```
                  ┌─┬──────────────────────┬─┐
                  │ │ 3.9                  │ │
                  │ │ Update payment       │ │
                  │ │ details              │ │
                  └─┴──────────────────────┴─┘
```

─ ─

```
                  ┌──────────────────────────┐
                  │ 3.10                     │
                  │ File the neccesary       │
                  │ physical documents       │
                  └──────────────────────────┘
                             │
                             ▼
                          ( End )
```