

Instrument purchasing and distribution problems and solutions

- Problem: We have been unable to identify the number and the location of instruments
- Solution: we are now gaining control of this situations through several means:
 - We will do a physical count of instruments (and consumables) in December and check this against our records
 - Instruments in cassettes, hand-pieces and certain loose instruments will be identified with a code and be traced through “T-Docs” software in the sterilization unit, the main dispensary, the preclinical lab, the first floor clinic and the SSDC
 - Other loose instruments will not be counted daily but we will do physical counts once or twice per year and order to replace as necessary. This approach will be used with less costly and/or less often used instruments.

Instrument purchasing and distribution problems and solutions

- Problem: Some students and units are hoarding instruments (or consumables), creating problems elsewhere
- Solution:
 - This appears to be an understandable reaction to people not understanding and not trusting the system, so deciding to keep instruments (or consumables) for themselves/their unit
 - Furthermore, people do not understand the impact such behaviour has on other students, other units and even themselves, again because they do not understand the system
 - We (the Faculty leadership) need to clearly communicate the instrument purchasing and distribution systems to students and relevant staff and faculty

Instrument purchasing and distribution problems and solutions

- Problem: Faculty do not understand how they can make a request for certain instruments (or consumables)
- Solution:
 - Again we need to clearly communicate this process to key decision-advising people i.e. Division Directors and DENT 310 and DENT 410 Course Directors
 - We also need to make clear the rationale behind decision-making
 - Academic rationale
 - Cost
 - Do we have something similar already in stock somewhere?
 - Can a current instrument do the same thing (i.e. do we really need this new instrument)?

Instrument purchasing and distribution problems and solutions

- Problem: Students (particularly the 3rd yr class) have had difficulty accessing instruments to perform out of hours practice
- Solution:
 - We have 4 sets of 40 complete student kits for 3 years of students using them
 - 3 sets will remain in circulation in the clinic (one being used, one being sterilized and 1 sterile and ready to use)
 - The 4th set will be used in rotation
 - from January to June by 2nd yr (dispensed to individual students who will be responsible for them and return them in June)
 - during July the set will be used by 3rd yr in summer clinic (where because of the high turnover of patients and kits we need an extra set) and
 - during September to December the set will be given to the 3rd yr class so they can practice (again dispensed to individual students who will be responsible for a kit until December)

Consumable purchasing and distribution problems and solutions

- Problem: How are we managing our consumables? Examples of specific problems are:
 - We have some products that have been in stock for 1-2 years and are still usable, while others are obsolete
 - We have some products that are very similar (or different company versions of the same thing) but we have started using one alternative and numbers of the previously used version remain unused
 - This unused stock a) is worth significant \$; and b) takes up significant space
 - Staff and faculty do not know what we have in stock
- Solutions:
 - We need to run down consumables as much as we can
 - We need to show faculty and staff how to look up available inventory

Plan from here:

- Nov 23rd communication with people directly involved and broader communication with
 - Support staff indirectly involved
 - Academic staff indirectly involved
 - Students
- Storeroom inventory count weekend of Dec 5th and 6th
- Instrument count Dec 18th
- Training of key people before holiday break
 - Marilyn, Wendy, Linda, Ann, Celine, Celina, Anne-Marie Plante, Anne-Marie Leduc
 - Clinical Division Directors and DENT 310 and DENT 410 Course Directors



I need x

Dispensaries

- Main 2nd floor clinic
- Preclinic lab
- 1st floor clinic
- SSDC

MMP - Order consumable x

Marilyn receives order for x

Marilyn - We have enough x in the stockroom

Marilyn - We do not have enough x in the stockroom

Brendan – brings x to dispensary that requested it

Marilyn – provides print out of order x to Brendan

Marilyn – initiates purchasing process

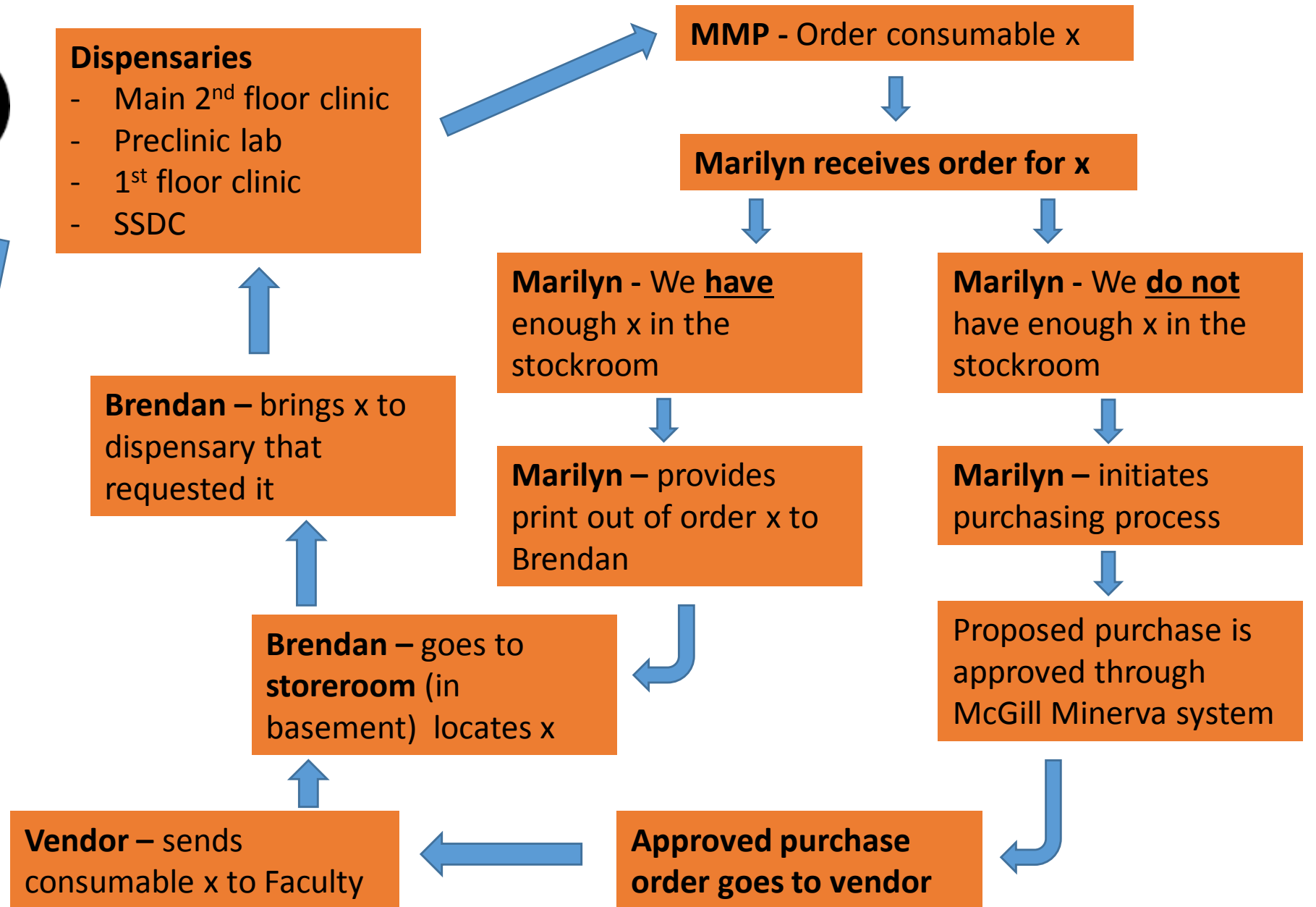
Brendan – goes to storeroom (in basement) locates x

Proposed purchase is approved through McGill Minerva system

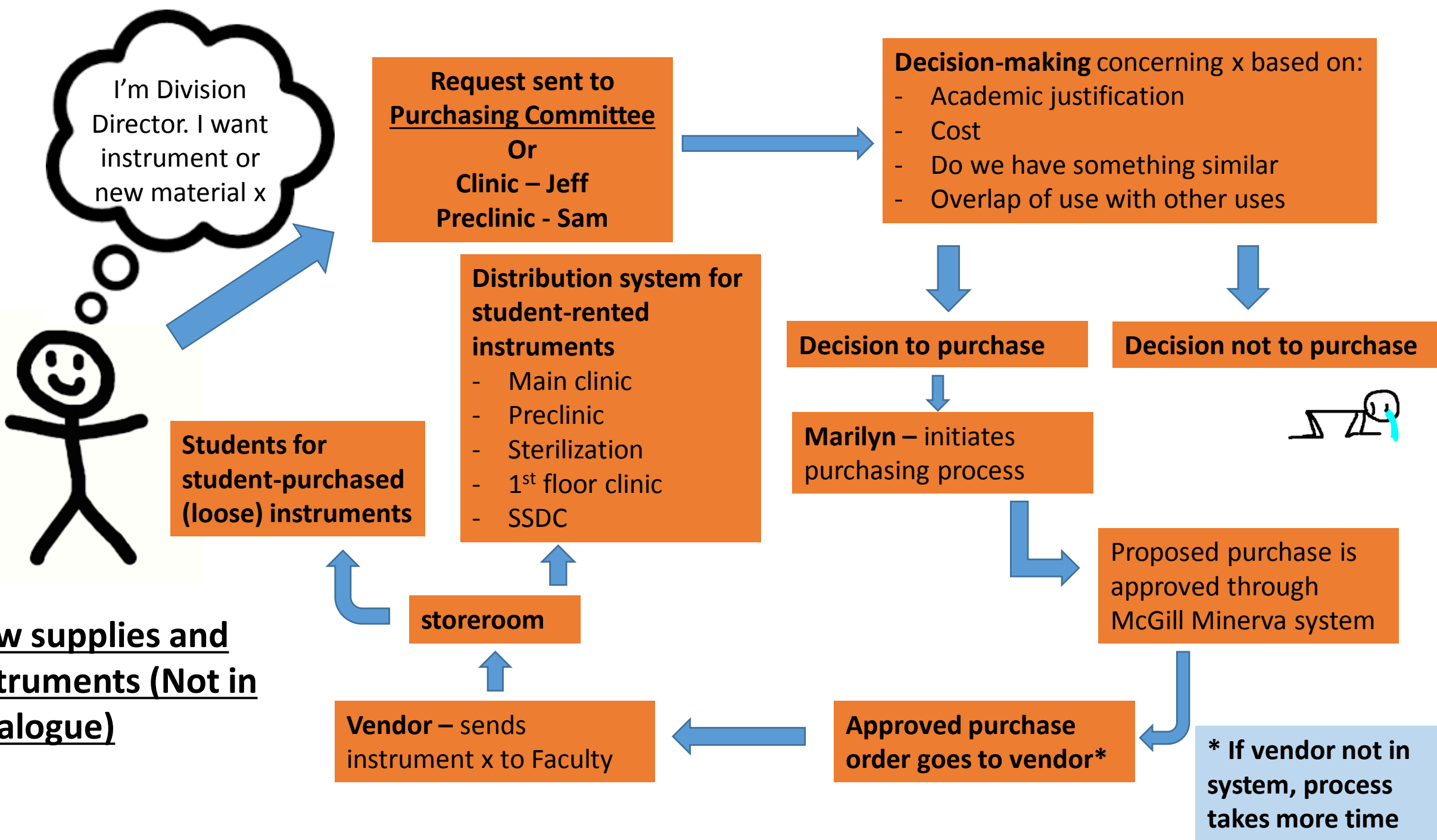
Vendor – sends consumable x to Faculty

Approved purchase order goes to vendor

Supplies and Instruments that we already purchase (in catalogue)



New supplies and instruments (Not in catalogue)



I'm Division Director. I want instrument or new material x

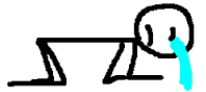
Request sent to Purchasing Committee Or Clinic – Jeff Preclinic - Sam

Decision-making concerning x based on:
- Academic justification
- Cost
- Do we have something similar
- Overlap of use with other uses

Decision to purchase

Decision not to purchase

Marilyn – initiates purchasing process



Students for student-purchased (loose) instruments

Distribution system for student-rented instruments
- Main clinic
- Preclinic
- Sterilization
- 1st floor clinic
- SSDC

Proposed purchase is approved through McGill Minerva system

Approved purchase order goes to vendor*

* If vendor not in system, process takes more time

Vendor – sends instrument x to Faculty

storeroom