

Accessing Medicinal Products held in the National Medical Stockpile (Communicable Diseases)

Access procedure for treating clinicians

This procedure outlines how treating clinicians may access supplies held in the National Medical Stockpile (NMS) for communicable diseases.

Background

The National Medical Stockpile (NMS) is a strategic reserve of drugs, vaccines, antidotes and personal protective equipment for use in health emergencies.

The Department of Health's Secretary and the Chief Medical Officer (CMO) have the authority to release stockpile supplies at the request of Queensland's Chief Health Officer or Delegate (Communicable Diseases Branch (CDB) physician).

Approval process for access to medicinal products

1. Treating clinician to ensure relevant HHS specialist (e.g. infectious disease, sexual health) awareness and approval of request.
2. Treating clinician to complete the *Request to access the National Medical Stockpile Form* (Attachment 1) and email to CDB cdmu@health.qld.gov.au and CDBoncall@health.qld.gov.au. For after hours requests the treating physician is to also phone the CDB physician on call (07) 3328 9753.
3. Ensure correct delivery details
 - a. delivery address
 - b. delivery contact name and number (ie person accepting delivery)
 - c. urgency/date delivery required.
4. CDB will seek appropriate approval from CHO or authorised delegate and then progress signed from to the NMS.
5. NMS confirms stock availability and delivery arrangements with CDB and delivery site.
6. NMS seeks CMO authorisation to deploy stock.
7. CDB receives email confirmation of CMO authorisation.
8. CDB notifies the treating clinician of CMO authorisation via email.

Dispatch for items from National Medical Stockpile

1. The NMS will organise and communicate the dispatch and delivery of the requested item to the relevant hospital pharmacy and CDB using the contact details on the request form.
2. The treating physician is responsible for discussing the receipt and appropriate storage of the requested items from the NMS with the receiving pharmacy.

3. The item will be dispatched with product information insert/guide (directions for use and storage requirements).

Receipt of items

1. The nominated delivery contact person, as indicated on the request form, will be required to sign for receipt of the requested items on their arrival at the facility.
2. A copy of the signed receipt is returned to the transport company and a copy should be kept at the receiving facility.
3. For items transported in cold chain, the packaging and gel packs should be kept for recollection. The cold chain register must be checked to ensure no cold chain breaches occurred during transportation.
4. The receiving pharmacy is to inform the treating physician that the items requested have been received and are appropriately stored.

Process for items dispatched but not used

1. At the end of treatment, any unopened NMS items must be returned to the hospital's pharmacy.
2. The hospital pharmacy are to contact the NMS to discuss the usage, return and/or disposal of items including any unopened items.

Key contacts

- [Queensland public health units](#)
- Communicable Diseases Branch cdmu@health.qld.gov.au
 - CDB physician on call via (07) 3328 9753/CDBoncall@health.qld.gov.au
- Central Pharmacy (07) 3120 8500/centralpharmacy@health.qld.gov.au
 - On call Pharmacist via the Royal Brisbane Women's Hospital switch on (07) 3646 8111

Document approval details

Document custodian

Communicable Diseases Management Unit

Approval officer

Dr Heidi Carroll, Executive Director, Communicable Diseases Branch

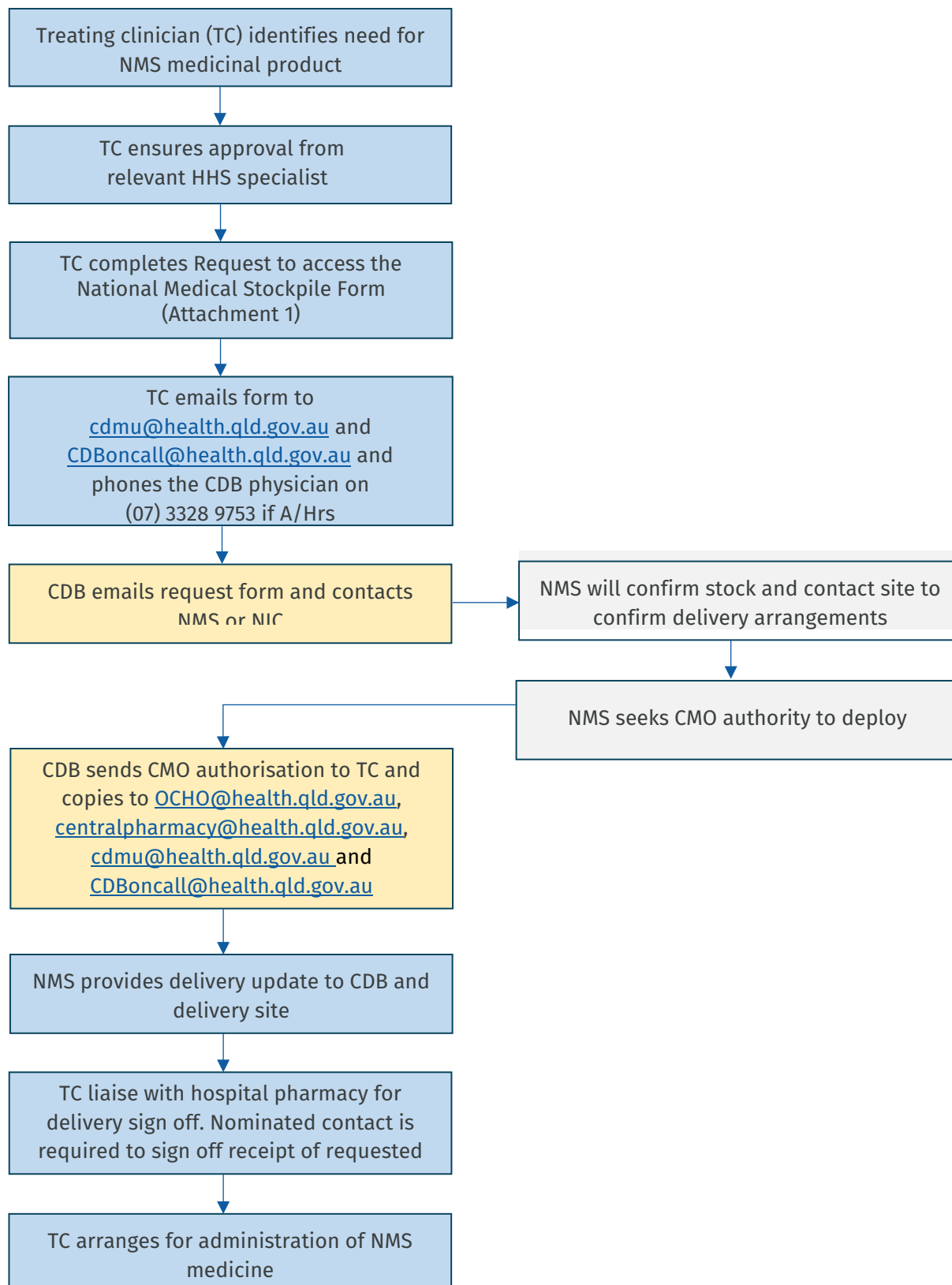
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Version control

Version	Date	Prepared by	Comments / Reason for update
1.0	01/10/2020	CDMU	
2.0	12/10/2022	CDMU	Minor revision to dispatch and receipt of items and inclusion of Commonwealth contact details

3.0	29/10/2024	CDMU	Updates to email contacts and minor revision
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Flowchart for NMS medicinal product



Attachment 1 – Request to access the NMS Form

REQUEST TO ACCESS THE NATIONAL MEDICAL STOCKPILE (NMS)

States and Territories

Date:	[Insert date here]		
To:	ATTN: Chief Medical Officer Department of Health C/- Director, CBRN Procurement & Operations, National Medical Stockpile	Email: cdmu@health.qld.gov.au and CDBoncall@health.qld.gov.au	
From:	[Insert requestor details including agency/jurisdiction]	Contact name:	
		Contact number:	
		Contact email:	
Product:	Description and Quantity:		
<i>Please specify what product/s you require including production information</i>	[e.g. 1 vial] <i>Please indicate the number of doses required.</i>		
Reason for request:	[e.g. outline reason for requesting treatment including patient details where appropriate]		
DELIVERY CONTACTS AND INFORMATION	DELIVERY ADDRESS: <i>Please provide delivery contact name and number (where possible please include an alternate contact)</i>	Contact name:	
		Contact number:	
		Contact email:	
Additional instructions or information	[e.g. delivery instructions / urgency/when stock is required by]		
APPROVAL by Chief Health Officer or Authorised Delegate			
Name:		Date:	
Signature:			
Position:			

Please use the following link to access the form to request access to the National Medical Stockpile

https://www.health.qld.gov.au/_data/assets/pdf_file/0022/1401367/access-national-medical-stockpile.pdf