



## Service Priorities and Programmes Electronic Presentations

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**Submitting author:** Mr Sam WONG

**Post title:** Other(Please specify):, Yan Chai Hospital, KWC

### **Alignment of Condemnation Process in KWC**

*Ms. Cathy NG, (1) Ms. Tracy CHAN, (2) Ms. Karen LUK, (2) Ms. Stella LEUNG, (3) Mr. Patrick KWAN, (4) Ms. Elsa CHU, (5) Mr. Gary WONG, (6) Mr. Raymond HO, (7) Mr. Sam WONG, (7)*

*(1) Supplies Department, KCH (2) Supplies Department, PMH (3) Supplies Department, KWH & WTSH (4) Supplies Department, OLMH (5) Supplies Department, CMC (6) Supplies Department, NLTH (7) Supplies Department, YCH*

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### **Introduction**

All unwanted/ obsolete/ unserviceable assets and supplies including drugs and stock would be condemned as unserviceable by the Board of Condemnation of individual hospitals in Kowloon West Cluster (KWC) in accordance with guidelines stipulated in the Procurement & Materials Management Manual (PMMM). Supplies Department of individual hospitals in KWC applies the recommended procedure guidelines to suit the operational needs of end users and different circumstance in respective hospitals as appropriate. Such practices have variations in condemnation and disposal workflow among cluster hospitals in need of standardization.

### **Objectives**

- i) Review the current workflow of condemnation and disposal in individual hospitals to establish a standardized workflow of condemnation and disposal for hospital in KWC.
- ii) Standardization of all relevant forms being used across the KWC hospitals.
- iii) Sharing of good practices being applied in individual hospitals of KWC.

### **Methodology**

A taskforce composed of subject officers of all 8 KWC hospitals was formed. Stocktaking and reviewing exercises on the condemnation workflow and detailed operations including all forms being used in respective KWC hospitals were conducted. The alignment exercise has included the following aspects: i) Standardization of the forms being used in the course of condemnation processes. ii) Standardization of the Workflow in Write-off and Condemnation Process.

### **Result**

The following objectives are achieved:- i) Relevant forms used in condemnation exercise are standardized and adopted for use by KWC hospitals. ii) A standard workflow to handle the condemnation of items unwanted, obsolete, surplus serviceable, unserviceable, beyond economical repair, trade-in and material in dangerous condition in KWC hospitals is worked out as per Appendix I.

