NHS
Cumbria, Northumberland, Tyne and Wear
NHS Foundation Trust

Medical Devices Policy Practice Guidance Note Procurement – V05		
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Author/Designation	**Paul Thompson Clinical Lead PPE/ Medical Devices**	
Responsible Officer / Designation	**Anne Moore-Group Nurse Director – Infection, Prevention and Control**	

Appendices – listed separate to PGN	
Document No:	**Description**
Appendix 1	Disposal of Medical devices form

1 OUTLINE

1.2 Cumbria, Northumberland, Tyne and Wear NHS Foundation Trust (the Trust) Medical Device Department will process and submit a requisition which will be actioned by CNTW solutions Ltd.

1.3 The Medical Device Department has a recommended standardised list of medical devices that will be used across the Trust variations from these recommendations should only be purchased if it can be demonstrated that the recommended device does not fulfil either the clinical need, or other requirements.

1.4 In any dispute regarding medical devices, the Chair of the Medical Devices Safety Group will be the final arbitrator.

1.5 Any medical devices purchased, including medical devices training should be subject to scrutiny by the Medical Devices Safety Group and Resuscitation and Medical Emergencies Group prior to purchase.

1.6 The process can be by necessity lengthy; the Trust's Medical Device Department

should be made aware of any device that is urgently required due to a clinical need.

2 PRE-PURCHASE PROCEDURE

2.1 Before any medical device is considered for purchase, a need should be clearly identified.

2.2 All equipment that is purchased must be appropriately CE marked, compliance must be confirmed.

2.3 All equipment that is purchased must comply with all relevant safety standards, regulations and guidance.

2.5 Specification and alternative devices should be investigated to ensure an informed and appropriate medical device can be selected.

2.6 Where possible, the medical device to be purchased should be on the Trust's recommended list of medical devices. This recommended list is held and managed within the medical devices department. If it is not, the reason for the required purchase should be discussed with the Clinical Lead for PPE/ Medical Devices who will inform the Medical Devices Group.

2.7 An appropriate professional should prescribe the device and where appropriate other professionals should be consulted.

2.8 The medical device availability and costs should be acceptable and in line with the Trust's policies and procedures i.e. tenders and quotations must be obtained where appropriate.

3 RISK CONSIDERATIONS PRIOR TO PURCHASE

3.1 Prior to any new significant medical device being purchased, it is recommended that a risk analysis is carried out. A risk checklist will assist as an aide-memoir. The risk analysis may include: -

- Installation and environmental issues relating to service required including: -
    - ventilation required
    - delivery requirements
    - storage facilities required
    - physical size, weight and shape of the medical device
    - location in which the medical device is to be installed
    - ease of access to the medical device i.e. outside normal working hours, locked in cupboard etc.
    - other requirements or issues not listed above

- Any risk analysis in prescribing the medical device as part of the personnel care plan and related staffing issues
- Running implications and costs for both staffing and consumables
- The ease of use
- Training requirements including: -
    - who can deliver the required training
    - where can the training be delivered
    - who will require training
    - timeliness of training
    - staffing implications
    - refresher/update training requirements
    - cost implications
    - other user training requirements or issues not listed above

- Cleaning/decontamination requirements including: -
    - provision of cleaning/decontamination procedure(s) including cost and availability
    - provision of cleaning/decontamination service(s) including cost and availability
    - how easy it is to perform the cleaning/decontamination procedure(s)
    - is there other similar equipment available which is easier to clean and decontaminate
    - staffing implications
    - training implications
    - Control of Substances Hazardous to Health (COSHH)

- Any specialist cleaning/decontamination requirements including: -
    - location requirements, costs and availability
    - any specialist tool(s) required to perform the cleaning/decontamination procedure(s), include availability and costs
    - cost implications
    - downtime
    - other cleaning/decontamination requirements or issues not listed above

- provision of safety testing or calibration procedure(s) including cost and availability safety testing or calibration requirements
- provision of safety testing or calibration service including on/off site service, cost and availability
- staffing implications
- specialist tool(s) requirements including cost and availability
- downtime
- other safety testing requirements or issues not listed above

- Moving and handling requirement including:-
  - provision of moving and handling procedure(s) including cost and availability
  - staffing implications
  - training implications
  - cost implications
  - specialist tool(s) requirements including cost and availability
  - is there other similar equipment available which is easier to move and handle
  - other moving and handling requirements or issues not listed above

- Planned preventative maintenance (PPM) requirement including:-
  - provision of PPM procedure(s) including cost and availability
  - provision of PPM service including cost and availability
  - manufacturer/third party maintenance contract agreement(s)
  - insurance inspection agreements
  - staffing implications
  - training implications
  - specialist tool(s) requirements including cost and availability
  - availability of spare parts including cost and availability
  - availability of accessories including cost and availability
  - downtime
  - cost implications
  - other PPM requirements or issues not listed above

- Repair requirements including:-
  - provision of repair procedure(s) including cost and availability

- provision of repair services including cost and availability, manufacturer/third party repair contract agreement(s)
- staffing implications
- training implications
- specialist tool(s) requirements including cost and availability
- availability of spare parts including cost and availability
- availability to accessories including cost and availability
- downtime, including replacement equipment, costs and availability
- other repair requirements or issues not listed above

- Inspection requirements including: -
  - does equipment need independent third party inspection?
  - third party inspection contact agreement(s)
  - other repair requirement or issues not listed above
  - availability and costs of documentation including operating and maintenance manuals
  - technical support costs and availability
  - cost and availability of medical device upgrades especially software

- Decommissioning and disposal including:-

  - The Clinical Technologist will review the device and complete a disposal form. This will be forward onto the medical devices administrator.
  - The Finance Department will be notified by the medical devices administrator so that the device can be removed from the capital register
  - The medical device will be disposed in compliance with Trust Waste management policy CNTW(O)24
  - Where possible the cost of disposal of this equipment has been considered as part of the procurement when replacing equipment e.g part exchange

Approval and all funding must be established prior to an order being placed