Cumbria, Northumberland, Tyne and Wear NHS Foundation Trust

Medical Devices Policy Practice Guidance Note Training – V05		
Date issued **Issue 1 –Jan 2021**	**Review Date** **Jan 2024**	**MD–PGN-06** Part of CNTW(C)21 – Medical Devices Policy
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 practice guidance note	
Document No:	**Description**
Appendix 1	Attendance list
Appendix 2	Course Outline
Appendix 3	Evaluation Form
Appendix 4	Training Request Form
Appendix 5	Medical Devices Training

1 STATEMENT

1.1 Cumbria, Northumberland, Tyne and Wear NHS Foundation Trust (the Trust/CNTW) uses a range of diagnostic, therapeutic equipment and medical devices, identified on its medical devices inventory. Any member of staff using a piece of equipment has a responsibility to ensure that they know how to operate this equipment, has sufficient understanding of its use and to do so in a safe and effective manner.

2 AIM

2.1 The aim of this practice guidance note is to ensure that staff who use medical devices have all training needs identified and that there is a system in place for these training needs to be addressed, updated and monitored.

2.2 Levels of training are identified in the training needs analysis and are included within the Training Guide which can be accessed on local intranet

3 RESPONSIBILITIES

3.1 Ward/Department Manager

3.1.1 It is the ward/department manager's responsibility to ensure that their staff are adequately trained and capable to use the medical devices within their area of work.

3.1.2 All new staff as part of their local induction to the ward/department will cover equipment (medical devices) under safety and security measures.

3.2 Trust Employee's

3.2.1 It is the employee's responsibility to maintain their knowledge and competency and to make their managers aware of any training needs.

3.3 The Trust's Learning and Development Department

3.3.1 It is the Trust's Learning and Development Department's responsibility to co-ordinate training for medical devices.

4 PRINCIPLES

4.1 Training is a key element in ensuring that equipment: -

- Is used in a safe and appropriate manner by all those involved
- Remains suitable for intended purpose
- Is properly understood by the professional user
- Is maintained in a safe and reliable condition

4.2 Training requirements for medical devices will be determined as part of the procurement process.

4.3 Training may be delivered and demonstrated through: -

- A persons professional qualification
- Cascade training through the ward team/manager
- Delivery from central training department/Trust staff

- Training from the manufacturer
- Training from an external provider

4.4 A person delivering training will be deemed competent in doing so either through training or experience.

4.5 A copy of the manufacturer's documentation/user manual or other form of instruction will accompany the device, be held in a readily available file and be available on the intranet or via the medical devices department.

5 TRAINING CONTENT

5.1 Training for all medical devices should include: -

- The purpose of the medical device
- Use and location of the user manual
- The purpose and effect of controls, connections and adjustments
- Set up procedures and/or particular control settings and using controls
- Accessories or special features and fitting/removal where necessary
- How the medical device works and what may be expected i.e. noises, sensations etc. and using the medical device safely and effectively
- How and where the medical device should be stored when not in use
- Special requirements, day-to-day checks or user maintenance and how, when and where they should be undertaken i.e. changing batteries
- The limitations of the medical device
- Then dangers or aspects of safety for the service user, staff and/or others
- Who, how and where to contact in case of queries or difficulties
- The marking and/or labelling of the medical device with regard to acceptance and safety testing
- Linking/positioning the medical device to the service user effectively, causing the minimum of discomfort and safety testing
- Disassembling the medical device, when appropriate for cleaning purposes and reassembling the medical device
- Recognising/correcting any medical device malfunctions and withdrawal from service
- Cleaning and/or decontamination of the medical device
- Showing, where appropriate the service user how to use the medical device

6 TRAINING IDENTIFICATION AND RECORDS PROCESS

6.1 When a new medical device is identified for use, it will be recorded on the Trust's central medical devices inventory what training will be required and how the training will be accessed (see Appendix 5).

6.2 When new users are expected to use a medical device, training will be arranged in line with the Trust's policies and procedures.

6.3 All training will be recorded as having taken place by staff signing and completing a training register. The completed register must be returned to the training department where the training can be electronically recorded.

6.4 Completion of specific training such as Physical Health Foundation Skills Training and Intermediate Life Support training will include training on multiple Medical Devices. This will be recorded within the member of Staff's training dashboard under the training heading.

6.5 Some clinical areas may require staff training on specific medical devices. This will be determined at a local level, and be recorded as complete on completion of the local Induction process.