

Medical Devices Policy Practice Guidance Note		
Movement, Transfer and Storage of medical devices within the Trust – V05		
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Appendix 1	Medical Device Movement Form	

1 MOVEMENT OF EQUIPMENT

- 1.1 When equipment is moved within Cumbria, Northumberland, Tyne and Wear NHS Foundation Trust (the Trust), appropriate records should be kept. A Medical devices movement form should be completed (Appendix 1).
- 1.2 A decision based on a risk assessment must be made as to whether the move requires the equipment to be serviced or checked. In most cases a visual inspection by a profession user familiar with the device will be sufficient. If in doubt, seek advice from MedicaldeviceADM@CNTW.nhs.uk

2 PERMANENT TRANSFER OF MEDICAL EQUIPMENT WITHIN THE TRUST

- 2.1 When equipment is permanently transferred within the Trust a Movement form should be completed and a copy sent to the Medical Devices Administrator: - MedicaldeviceADM@CNTW.nhs.uk
 - Equipment Inventory Number
 - Equipment Description

- Date transfer took place
- Why it was transferred
- Where the equipment was transferred to/from
- A contact name and telephone number
- Details of any accessories or manuals transferred

2.2 If the movement of the equipment is suspected of, or could have caused, any damage likely to affect the safety or the function of the equipment, it must be checked before use by Medical Physics.

2.3 All relevant information relating to the operation, safety and functioning of the equipment must be transferred with the equipment – these together with any verbal details relating to condition and functioning of the equipment must be recorded and witnessed.

3 TEMPORARY TRANSFER OF MEDICAL EQUIPMENT WITHIN THE TRUST

3.1 When equipment is transferred on a temporary basis, the managing professional lending the equipment should keep a local record. The information recorded should be:

- Equipment Inventory Number
- Equipment Description
- Date transfer took place
- Why it was transferred
- Where the equipment was transferred to / from
- A contact name and telephone number
- Details of any accessories or manuals transferred

3.2 If the movement of the equipment is suspected of, or could have caused, any damage likely to affect the safety or the function of the equipment, it must be reported to Medical Devices Department to arrange for Medical Physics to complete a test before use.

3.3 All relevant information relating to the operation, safety and functioning of the equipment must be transferred with the equipment – these together with any verbal details relating to condition and functioning of the equipment must be recorded and witnessed.

3.4 The Managing Professional borrowing the device is responsible for ensuring that any staff that are going to use the device are suitably trained. If necessary, advice should be sought from the Trust's training and development department CNTW Academy.

4 TEMPORARY EQUIPMENT ON LOAN OR LEASE FROM A MANUFACTURER OR SUPPLIER

4.1 Please refer to Medical Devices Practice Guidance Note **MD-PGN-09 – Loan, Rental or Leased Equipment.**

5 STORAGE

5.1 Storage should, where provided, follow manufacturer's instructions.

5.2 When storing medical devices, all Health and Safety, Control of Substances Hazardous to Health (COSHH) and other legislation or guidance must be considered.

5.3 Equipment should always be subjected to an appropriate decontamination process before it is stored.

5.4 When equipment is not in use it should be stored in a suitable area, which is:

- Clear of other items
- Clean and dry

5.5 Where the device contains rechargeable batteries, it should be stored in a location, which is suitable for the batteries to be charged or is easily removed from the storage for charging to take place.

5.6 Where battery equipment is stored for a significant period, the batteries should be removed.