Doncaster and Bassetlaw Hospitals NHS
NHS Foundation Trust

Selection and Procurement of Medical and Surgical Products Policy

This procedural document supersedes: CORP/PROC 3 v.4 - Selection and Procurement of Medical and Surgical Products Policy

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Author/reviewer: (this version)	Andrea Smith – Head of Procurement
Date written/revised:	January 2015
Approved by:	Theatre Procurement Group
Ratified by	Policy Approval and Compliance Group
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Amendment Form

Please record brief details of the changes made alongside the next version number. If the procedural document has been reviewed **without change**, this information will still need to be recorded although the version number will remain the same.

Version	Date Issued	Brief Summary of Changes	Author
Version 5	1 July 2015	• New document template • Contents Page amended • Job Titles amended • Training/Support added • Associated Trust Procedural documents added • New product form included	Andrea Smith
Version 4	December 2011	• Title change. • Amendment form and contents page added. • Item 2 - Policy Objectives - Note – Policy dates changed • Item 4 – General Manager Supplies and Procurement changed to Trust Clinical Procurement Specialist • Paragraph 4.7 removed • Item 7 – Equality Impact Assessment added • Item 8 – Monitoring of Policy added	Ian Allcock
Version 3	June 2007	• Policy dates	Ian Allcock

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1. INTRODUCTION

The Doncaster & Bassetlaw Hospitals NHS Foundation Trust has a responsibility to ensure that medical and surgical products used by the Trust are suitable for their intended purpose, safe to use and cost effective. The goods purchased for the delivery of healthcare to patients must be ethically sourced. The procurement of goods must be from a supply source which can demonstrate that they maintain ethical standards throughout their supply chain.

2. PURPOSE

The objectives of this policy are:-

2.1 To identify the lines of responsibility for the selection and purchase of products, the application of which is not restricted to a particular ward or department.

2.2 To ensure that users are able to participate in decisions on product selection, whilst maintaining appropriate Trust standards.

2.3 To confirm that existing and new products are safe to use, cost effective and meet the Trust's quality requirements to assist in patient treatment.

Note : This Policy should be read in conjunction with the Policy for the use of Medical Equipment used "On-Trial/On-Loan" and the Representative Policy. Also refer to The Provision and Use of Work Equipment Regulations 1998.

3. DUTIES AND RESPONSIBILITIES

3.1 Theatre Procurement Group/Medical and Surgical Group

The two groups will lead the Trust's strategy for the selection and procurement of medical and surgical products by reviewing existing and new products in accordance with evidence based practice and national guidelines and will undertake the following roles:-

- To approve the evaluation of new products which are not restricted in their application to a particular ward or department.
- To receive reports on the evaluation of new products approved by the group, and to make decisions on product selection based on value for money criteria.
- To receive reports comparing the cost and features of alternative products, and implement standardisation policies where appropriate.

- To monitor and review the profile of products used by the Trust, ensuring that the Trust continues to receive value for money and that standards remain appropriate in the light of new product development

3.2 Care Groups

- Engage with the Procurement Department and play an active role in the selection of medical and surgical products.
- Engage with the Procurement Department at the earliest opportunity if there are any changes to services or clinical procedures which involve the use of medical and surgical products.
- Advise the Procurement Department of any national guidance which may require the review of the medical and surgical products in use.
- Ensure that clinical staff have the opportunity to attend training if required to implement new products. Details of person performing training and members of staff trained should be recorded and stored in the Gold Standard Folder on wards/departments.

3.3 Procurement Department

- Engage with clinical staff regarding the selection of medical and surgical products via the Theatre/ Medical Surgical groups.
- Engage with specialist clinicians and practitioners to support them with the selection of specialist products.
- Support clinical staff in the evaluation of products.
- Guide and support clinical staff through the procurement procedures.
- Keep staff informed of all product changes.
- Ensure that a training package is supported by the company if appropriate.

4. PROCEDURE

4.1 Management of Product Evaluations - Medical & Surgical Group and Theatre Procurement Group

Evaluations sponsored or requiring the approval of the Medical & Surgical Group and Theatre Procurement Group will be processed as follows:-

4.1.1 Specialist practitioners may initiate requests directly to the Medical and Surgical group/Theatre Procurement Group or by using a New Product Request form which is available from the Procurement Department.

4.1.2 All other requests will be made via Departmental Managers to the Head of Procurement, who will table the requests at the next meeting.

4.1.3 If the request for a product evaluation is approved the Medical and Surgical Group/Theatre Procurement Group will identify suitable sites to ensure that the product is evaluated appropriately.

4.1.4 All product evaluations are to be co-ordinated with the Trust's Clinical Procurement Specialist.

4.1.5 The Trust Clinical Procurement Specialist will ensure that NHS Indemnity Agreement documents are completed before the evaluation proceeds.

4.1.6 The Departmental Manager of evaluation sites will be responsible for ensuring that the users of the products have the knowledge and skills for the safe use of the item. Clear instructions supporting the products use will be provided if required, and any training needs identified will be provided in a timely and effective manner.

4.1.7 If the evaluation of the new product is by the use of free samples, the Trust Clinical Procurement Specialist will ensure that there are no hidden costs of using the samples and that the Trust is not committed to the company concerned.

If the evaluation product is not free then an understanding of the financial implications should be evident before the start of any evaluation. If there is a net additional cost as a consequence of undertaking the evaluation, then approval of this additional expenditure would need to be obtained from the appropriate General Manager/Director prior to the evaluation commencing.

It should be possible to either return all unused products to the supplier with no financial penalty or the replenishment levels should be co-ordinated to ensure that the Trust is not left with any unusable stock.

Any changes resulting in significant additional financial consequences will require a business case to be completed and approved by the Trust Executive Group before purchasing of any alternative products commences.

Where the financial consequences are not considered significant the budget holder (General Manager/Director) must identify the funding source within their budget in order to ensure financial balance.

4.1.8 A report on the outcome of each evaluation will be submitted by the user to the Medical and Surgical Group/ Theatre Procurement Group.

4.2 Management of Product Evaluations – Working Together Group

The Clinical Reference Group leads on the clinical decisions of the Working Together Group. The ethos is that if a product is used or evaluated by one of the Working Together Group Trusts then it is fit for purpose in any other of the Working Together Group Trusts and can be implemented without trial. Where a product does require a trial then the products may be trialled by one or more of the Trusts and implemented throughout.

4.3 Management of Product Evaluations – Department of Health (DH)

The DH has initiated a 'NHS Core List' to introduce standardised products nationally. These products have already undergone clinical evaluation and are recommended for implementation within Trusts without further evaluation.

4.4 Management of Specialist Product Evaluations

- Requests for product evaluation in specialist areas should be made to Head of Procurement.
- The Specialist Clinician/Practitioner will be responsible for ensuring that the users of the products have the knowledge and skills for the safe use of the item. Clear instructions supporting the products use will be provided if required, and any training needs identified will be provided in a timely and effective manner.
- If the evaluation of the new product is by the use of free samples, the Trust Clinical Procurement Specialist will ensure that there are no hidden costs of using the samples and that the Trust is not committed to the company concerned.
- The Trust Clinical Procurement Specialist will ensure that NHS Indemnity Agreement documents are completed before the evaluation proceeds.
- If the evaluation product is not free then an understanding of the financial implications should be evident before the start of any evaluation. If there is a net additional cost as a consequence of undertaking the evaluation, then approval of this additional expenditure would need to be obtained from the appropriate General Manager/Director prior to the evaluation commencing.
- Any changes resulting in significant additional financial consequences will require a business case to be completed and approved by the Trust Executive Group before purchasing of any alternative products commences. Where the financial consequences are not considered significant the budget holder (General Manager/Director) must identify the funding source within their budget in order to ensure financial balance.

Under no circumstances will the user/evaluation site give an undertaking to the supplier that the product will be purchased on an ongoing basis.

Management of Products which do not require evaluation
Where there is no requirement for product evaluation, the Procurement department will engage with the appropriate staff to confirm product suitability.

4.5 Purchase

After approval by the Medical and Surgical Group/Theatre Procurement Group the request to purchase will be passed to the Head of Procurement.

The Head of Procurement will ensure that the supplier can demonstrate that the products are ethically sourced and that they have robust business continuity plans in place.

The Head of Procurement will determine the supply route of the new product and determine or advise on the stock control requirements e.g. reorder levels, reorder quantities.

Existing stocks of the current product must be used prior to the introduction of the new product.

Clear and precise protocols as to when the new product is to be used will be developed with the appropriate lead practitioner, thus avoiding inappropriate use.

The Head of Procurement will process the request in accordance with the Trust's Standing Orders and Standing Financial Instructions.

5. TRAINING/ SUPPORT

This policy is available on the Trust's Intranet.

Care Groups to ensure that clinical staff have the opportunity to attend training if required to implement new products. Details of person performing training and members of staff trained should be recorded and stored in the Gold Standard Folder on wards/departments.

6. MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

What is being Monitored	Who will carry out the Monitoring	How often	How Reviewed/ Where Reported to
New products are not ordered without going through the correct process.	Materials Management Officers and Buyers	Daily	Any orders for new products will be checked by the Head of Procurement before order is processed.

Process for product evaluation is followed correctly.	Theatre Procurement and Medical and Surgical groups	2 monthly	Reported at Theatre Procurement and Medical and Surgical group meetings

7. DEFINITIONS

Ethical sourcing – Ensuring that the products being sourced are created in safe facilities by workers who are treated well and paid fair wages to work legal hours. The supplier respects the environment during the production and manufacturing of the products.

Specialist Practitioner - For the purpose of this policy, a member of staff whose role is working within a specialist team or clinical area, for example Tissue Viability or Resuscitation.

8. EQUALITY IMPACT ASSESSMENT

An Equality Impact Assessment (EIA) has been conducted on this procedural document in line with the principles of the Equality Analysis Policy (CORP/EMP 27) and the Fair Treatment For All Policy (CORP/EMP 4).

The purpose of the EIA is to minimise and if possible remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation or religious belief. No detriment was identified. See Appendix 2.

9. ASSOCIATED TRUST PROCEDURAL DOCUMENTS

CORP/PROC 1 - Use of Medical Equipment used on Trial/Loan

CORP/PROC 2 - Representatives Policy

CORP/HSFS 17 (A) - Waste Management Policy

CORP/HSFS 1 - Health and Safety Policy

APPENDIX 1 – NEW PRODUCT FORM

New Product Form (available from the Procurement Department)

Product Request Information	
Name	
Department	
Date of Request	
Product	
Company	
Outline reasons for request	
Is this a new product or will it replace an existing product?	
What are the benefits of introducing this product?	
Are there any risks involved in introducing this product?	
Which depts. will require these products?	

Procurement Information	
NHS Supply Chain/Contract	
Pre- Purchase Questionnaire	
Infection Prevention & Control approval (Where applicable)	
Cost	
Funding	
Training	
Approval	

APPENDIX 2 – EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING

Service/Function/Policy/Project/ Strategy	CSU/Executive Directorate and Department	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
Selection and Procurement of Medical and Surgical Products	Procurement	Andrea Smith	Existing Policy	January 2015

1) Who is responsible for this policy? Name of CSU/Directorate – Finance and Healthcare Contracting

2) Describe the purpose of the service / function / policy / project/ strategy? Who is it intended to benefit? What are the intended outcomes?

3) Are there any associated objectives? Legislation, targets national expectation, standards

4) What factors contribute or detract from achieving intended outcomes? –

5) Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief? Details: [see Equality Impact Assessment Guidance] - No

- **If yes, please describe current or planned activities to address the impact** [e.g. Monitoring, consultation] –

6) Is there any scope for new measures which would promote equality? [any actions to be taken] No

7) Are any of the following groups adversely affected by the policy? No

Protected Characteristics	Affected?	Impact
a) Age	No	
b) Disability	No	
c) Gender	No	
d) Gender Reassignment	No	
e) Marriage/Civil Partnership	No	
f) Maternity/Pregnancy	No	
g) Race	No	
h) Religion/Belief	No	
i) Sexual Orientation	No	

8) Provide the Equality Rating of the service / function /policy / project / strategy – tick (✓) outcome box

Outcome 1 ✓	Outcome 2	Outcome 3	Outcome 4

If you have rated the policy as having an outcome of 2, 3 or 4, it is necessary to carry out a detailed assessment and complete a* **Detailed Equality Analysis form in Appendix 4

Date for next review: January 2018

Checked by: Andrea Smith Date: January 2015