

Appendix 4 – Guidelines for the Purchase of Medical Equipment

When requesting new medical equipment staff must consider the following to ensure the most appropriate model is purchased:-

- ease of use of the equipment
- cost of use / cost of consumables
- staff / patient training needs
- decontamination implications

Where possible staff are asked to select models which are standardized within the Trust as this will promote ease of use and cost reductions.

The procedure for ordering new medical equipment remains unchanged; i.e. staff are required to complete an eProc request and obtain budget holder authorization. (Normal purchasing procedures apply).

However, the Trust has a contract with Althea which includes checks on all medical equipment purchases to ensure that they meet with current legislation and safety requirements. They will also check technical specifications and relevant device / equipment evaluation reports. Althea will also advise on likely future maintenance implications for specific items of equipment.

ALL new requests for medical equipment will be emailed to Althea by the Purchasing Department, before an order is placed. Althea will check each item and confirm it meets with requirements.

On occasion, the experts at Althea may believe an alternative piece of equipment would be more appropriate. In such a circumstance they will contact the requisitioner, to discuss this and agree any changes, which will be confirmed to Purchasing.

Orders will then be placed as normal.

The benefits of this system are:-

- improved safety
- compliance with legislation
- expert help and advice
- cost of maintenance taken into account before purchase decision made

However, these checks will cause a delay of a day or two in the purchasing process, so please be aware of this. If equipment is required urgently, please contact one of the Purchasing Team & they will try to expedite the request.