Policy Applies to:

- All Mercy Hospital Staff
- Credentialed Specialists

Related Standard:

- Ngā paerewa health and disability service standard NZS8134.2021
- Risk Management AS/NZS ISO 31000:2009

Rationale:

Mercy Hospital is committed to ensuring that the purchase of all products or devices, impacting on either staff or patients, will be subjected to a safe, consistent, effective review and evaluation process.

Cultural Considerations:

Cultural considerations will form part of the application for product/equipment evaluation before the introduction or replacement of any products or equipment into Mercy Hospital. Consultation with the Māori and Pacific Leadership team is encouraged if there are any such concerns.

Definitions:

Product

A commercially distributed good that is tangible and the result of a manufacturing, or production process, and passes through a distribution channel before being consumed or used.

Objectives:

- To ensure compliance with Health, Safety and Infection Control standards for best practice
- To ensure that consumables including capital items, are sourced at the best possible price to meet the needs of staff and consumers of Mercy Hospital and to maximise purchasing power
- To minimise clinical and/or organisational risk
- To ensure the quality of the product including the efficiency, effectiveness and ease of use can be evaluated
- To eliminate duplication and support standardisation
- To ensure consideration of the environment
- To ensure consideration of energy efficiency and sustainability goals of the organisation.

Evaluation:

- A Product tracking sheet (shows progress and final result of the product evaluation application). It is the responsibility of the primary contact person raising the request

to follow up and present evaluative information within reasonable (to be agreed based on length of trial etc.) timeframes

- Numbers of products accepted for trial or for purchase or those deferred subject to more detail are reported to Infection Prevention and Control Committee.

Associated Documents

External – External

Health and Safety at Work Act 2015

Internal

- Delegation of Authorities Policy (inclusive of Capital Expenditure Form)
- Request for Product Evaluation form (Appendix I)
- Product tracking sheet F:\Mercy Shared\Product Evaluation Committee\Master Index - Product tracking sheet
- Environmental Statement
- Product Evaluation Committee Terms of Reference, Hospital Information (SharePoint)

Acknowledgements

(http://www.businessdictionary.com/definition/product.html)

IMPLEMENTATION

To ensure products presented for evaluation require consideration of the Product Evaluation Committee.

- A Product Evaluation Committee meets monthly (and more frequently if required via email if urgent consideration required) to consider requests (refer Terms of Reference – Product Evaluation Committee)
- All requests will be documented on the "Request for Product Evaluation" form (Appendix I) and forwarded to the administrator of the Product Evaluation Committee a week prior to the meeting
- A recommendation to trial, purchase or not purchase a product will be made at the Product Evaluation Committee meeting
- Whenever possible the person responsible for raising the request should be present at the meeting when the product is discussed.

Process

Associate Charge Nurses, Coordinators and Managers are responsible for ensuring awareness of the policy and process requirements.

Person introducing the new product is responsible for trials, training and product introduction.