

Medical Device and Supply Group



Wirral Community
Health and Care
NHS Foundation Trust

Date: 11th November 2020
Duration: 13:00
Location: Microsoft teams

Members:	
	IPC and Patient Safety Manager
	Procurement
	Patient Representative
	Patient Representative
	Medical Devices Manager (Chair)
	Advanced Practitioner, IPC and Quality and Governance
	Procurement
Apologies:	
In Attendance:	
	Senior Assistant (Minute taker)

No	Topic Summary	Outcomes / Actions	Lead (Date)
1	Apologies The apologies for absence were noted.		
2	Minutes of Previous Meeting/Matters Arising Minutes from the previous meeting were agreed to be out of date as this meeting was to restart the Medical Devices Meetings with ***** as Chair. All relevant actions were closed or brought forward to discuss again. Rob introduced himself to the attendees and gave a brief outline of his position within the trust and his job role.		
3	Terms of Reference RC asked for feedback regarding the TOR draft it was confirmed a few changes. RC to complete changes and provide copy for next meeting. RC – Capital costings for medical devices need to go through RC who is keeping track of all costings for the organisation. RC confirmed that all servicing for devices needs to be passed by him and be allocated to the medical devices cost code. RC confirmed he is working with procurement regarding this. CV provided an update and regarding the tender process and explained that is an ongoing process and a realistic time scale would be for March 2021 for completion.	RC to complete changes to TOR	RC
4	Medical Devices – Governance RC is in discussions regarding the medical devices team purchasing all recommended equipment for the trust, producing and replacement list. The recommended list with provide 3 examples of choice, best price/cost etc.		
5	Maintenance Update		

No	Topic Summary	Outcomes / Actions	Lead (Date)
	RC to share equipment list with IPC.		
8	Divisional Updates From Services: <ul style="list-style-type: none"> • Adult & Community No updates • Integrated Children's No updates • Urgent & Primary Care No updates • Adult Social Care No updates • Procurement No updates 		
	Patient Safety Update <ul style="list-style-type: none"> • CAS alerts • 11 but only 2 relevant • 1 – colostomy bag • 2 – surgical masks 		
	Items for the Risk Register NONE		
6	AOB It was agreed that all meeting information attachments to be sent separately to all members. It was agreed that mediquip was to stay on the risk register. RC – assisting sourcing a fridge for the flu vaccines at UTC. MC to discuss ECG machine at WIC APH with RC. KS informed the group that there will be no scout post this		

No	Topic Summary	Outcomes / Actions	Lead (Date)
	year.		
	Date of next meeting – 10:00 10 th February 2021		

