Wirral Community
Health and Care
NHS Foundation Trust

Date: 11th November 2020

Duration: 13:00

Location: Microsoft teams

Members:			
Michigan 3.	IPC and Patient Safety Manager		
	IFC and Fallent Salety 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	Minutes from the previous meeting were agreed to be out		
	of date as this meeting was to restart the Medical Devices		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	RC to complete changes to TOR	RC
	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.		
4	Medical Devices – Governance		
7	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 confirmed that he has visited a large number of sites with engineers to confirm what devices the trust has and where they are.		
	RC confirmed the blood glucose machines now fall under medical devices umbrella.		
6	EQA Update RC confirmed that 120 bed wetting alarms have been ordered. RC explained EQA and the risk register.		
7	Moving and Handling :		
	Medequip		
	LC – complaint regarding commode discussed. RC requested the LC provide details. Other complaints regarding deliver problems, equipment being left outside, unclean.		
	CV stated that the contract with Mediquip may be out of date. CV & RC to investigate. CV to contact ***** regarding contract. Clarification regarding contract expiry dates required. KS to forward KPI set for mediquip to MJ.	CV & RC to investigate	CV RC
	 Wheelchairs 		
	MH queried if we can renew wheelchairs.		
	CV confirmed there is as contract in place and expires mid next year.		
	RC to investigate.	RC to investigate	RC
	 Leg Ulcer Couches 		
	RC to confirm if couches can be redeployed or redistributed.	RC to investigate	RC
	• LOLER		
	RC confirmed this was up and running.		
	CCC Ward		

No	Topic Summary	Outcomes / Actions	Lead (Date)
	RC to share equipment list with IPC.		
8	Divisional Undetes From Comissos		
	Divisional Updates From Services:		
	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		
	CAS alerts		
	11 but only 2 relevant		
	 1 – colostomy bag 		
	2 – surgical masks And the Birth Berinter		
	Items for the Risk Register		
	NONE		
6	AOB		
	It was agreed that all meeting information attachments to		
	be sent separately to all members.		
	as som soparatory to an monitorior		
	It was agreed that mediquip was to stay on the risk		
	register.		
	DC posieting coursing a fridge for the fly vessions of		
	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		