

FR 2 – The service implements and monitors systems for the procurement of equipment to deliver the service.

- a. Central to effective delivery of the service is the procurement of equipment and consumables for all aspects of the service. Policies and protocols for this purpose should be grounded in current best practice and reflect statutory requirements and the guidelines and instructions of the parent organisation. Staff should be aware of policies and guidelines and know how to access them.
- b. Robust systems should be in place to support cost-effective procurement. Policies for the procurement of major equipment should provide operational and equipment specifications, and include guidance for clinical and post-tender evaluation and assurance. Processes should be in place to regulate the procurement and replacement of ancillary and consumable equipment such as: medical devices; laundered items; disposable towels; disposable gloves; and protective equipment.
- c. Equipment should be procured specifically to meet the needs of the service's target population, including the expected range of size and weight of patients. Restrictions on use, such as an operational weight limit, should be clearly displayed on the equipment. Equipment used for the imaging of children must be selected or modified appropriately and a full range of attachments should be available; for example, ultrasound probes suitable for all age ranges and body parts (see also standard statement SA2).
- d. The service should have a rolling replacement programme which defines capital requirements on an annual basis and is shared with the parent organisation's management, with an agreed approach to funding. The expected lifetime of equipment will vary according to how much it is used, technological advances and changes in clinical need. Attention should be paid to advice on equipment age provided by the relevant Professional Bodies. Imaging equipment should not exceed the maximum recommended age.
- e. Where equipment is provided through an alternative route such as charitable funding, it should be included in the rolling replacement programme. In addition, it should be ensured that issues such as ongoing maintenance and appropriate updates costs can be covered.
- f. Funding for minor capital items should be allocated within the annual budget reviewed within the service planning cycle. A defined and approved budget should be maintained for equipment maintenance repairs and any software upgrades within the operating life cycle, including replacement of major parts such as X-ray tubes.
- g. All equipment (both ionising and non-ionising) should be identified on an inventory or asset register with: date of installation; type of equipment; expected working life; capital depreciation rate; and replacement value.
- h. Policies and processes for the procurement of equipment used in the acquisition of diagnostic images and interventional procedures should cover selection of equipment as well as installation, calibration, quality assurance, maintenance, and replacement.

References

The Royal College of Radiologists. *Picture archiving and communication systems (PACS) and guidelines on diagnostic display devices, Second edition*. BFCR (12)16 London: The Royal College of Radiologists, 2012.

<https://www.rcr.ac.uk/picture-archiving-and-communication-systems-pacs-and-guidelines-diagnostic-display-devices-second>

The Royal College of Radiologists. *Picture archiving and communication systems (PACS) and quality assurance, Second edition*. BFCR (12)15 London: The Royal College of Radiologists, 2012. <https://www.rcr.ac.uk/picture-archiving-and-communication-systems-pacs-and-quality-assurance-second-edition>

The Royal College of Radiologists. *Guidelines and standards for implementation of new PACS/RIS solutions in the UK*. BFCR (11)4 London: The Royal College of Radiologists, 2011. <https://www.rcr.ac.uk/guidelines-and-standards-implementation-new-pacsris-solutions-uk>

Clinical Imaging Board Magnetic Resonance Imaging (MRI) Equipment Operations and Planning in the NHS, 2017 London

https://www.rcr.ac.uk/sites/default/files/cib_mri_equipment_report.pdf

Clinical Imaging Board *CT Equipment, Operations, Capacity and Planning in the NHS*, June 2015, London

https://www.sor.org/sites/default/files/document-versions/ct_equipment_in_the_nhs_report_-_cib_may_2015_sk_v2.0_1.pdf

Institute of Physics and Engineering in Medicine. *Recommended Standards for the Routine Performance Testing of Diagnostic X-Ray Imaging Systems Report 91*. London: Institute of Physics and Engineering in Medicine, 2005.

<https://www.ipem.ac.uk/ScientificJournalsPublications/IPEMReportSeries/AvailablePublications.aspx> (purchase)

Medicines and Healthcare Products Regulatory Agency. *Managing Medical Devices: guidance for healthcare and social services organisations*. MHRA, 2015.

<https://www.gov.uk/government/publications/managing-medical-devices>

Medicines and Healthcare Products Regulatory Agency. *Devices in Practice: checklists for using medical devices*. London: MHRA, 2014.

<https://www.gov.uk/government/publications/devices-in-practice-checklists-for-using-medical-devices>

Medicines and Healthcare Products Regulatory Agency. *Safety Guidelines for Magnetic Resonance Imaging Equipment in Clinical Use* London: MHRA, 2014.

<https://www.gov.uk/government/publications/safety-guidelines-for-magnetic-resonance-imaging-equipment-in-clinical-use>

Health and Safety Executive. *Equipment used in connection with medical exposure: Guidance Note PM77* (Third edition), 2006.

<http://www.hse.gov.uk/pubns/guidance/pm77.pdf>

Department of Health and Social Care. *Guidance to the Ionising Radiation (Medical Exposure) Regulations 2017* June 2018

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/720282/guidance-to-the-ionising-radiation-medical-exposure-regulations-2017.pdf

NHS Supply Chain. *Supply Chain Coordination Limited of NHS Supply Chain*. London April 2018 <https://www.nhsbsa.nhs.uk/nhs-procurement-and-logistics-services/nhs-future-procurement-and-logistics-plans>

Department of Health. *The Future Operating Model for NHS procurement: Transforming the landscape of NHS procurement*. DH London June 2017
https://www.nhsbsa.nhs.uk/sites/default/files/2017-06/FOM_general_guide_0.pdf

Department of Health. *Operational productivity and performance in English NHS acute hospitals: Unwarranted variations. An independent report for the Department of Health by Lord Carter of Coles*. DH London Feb 2016
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/499229/Operational_productivity_A.pdf

NHS England. *Monitor's Strategy 2014-17: helping to redesign healthcare provision in England*. London: Monitor, 2014

<https://www.gov.uk/government/publications/monitors-strategy-for-2014-to-2017> (accessed July 2018)

National Audit Office *Managing high value capital equipment in the NHS in England*. NAO Report, 2011.

<http://www.nao.org.uk/wp-content/uploads/2011/03/1011822.pdf>

NHS Confederation Foundation Trust Network. *Procurement matters: A best practice procurement diagnostic*. London: Foundation Trust Network, 2011.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/147468/dh_125076.pdf.pdf

The Scottish Government: *Scottish Procurement Directive*.

<http://www.scotland.gov.uk/Resource/Doc/243375/0067721.pdf>

The Scottish Government: *Public sector procurement in Scotland*.

<http://www.gov.scot/Topics/Government/Procurement/about/Review>

Legislation

The Ionising Radiation (Medical Exposure) Regulations 2017 SI2017 No1322

http://www.legislation.gov.uk/ukxi/2017/1322/pdfs/ukxi_20171322_en.pdf

The Ionising Radiations Regulations 2017 SI2017 No 1075

http://www.legislation.gov.uk/ukxi/2017/1075/pdfs/ukxi_20171075_en.pdf

The Ionising Radiation (Medical Exposure) Amendment Regulations 2018 SI2018 No 121

http://www.legislation.gov.uk/ukxi/2018/121/pdfs/ukxi_20180121_en.pdf

The Ionising Radiation (Medical Exposure) Regulations (Northern Ireland) 2018 SI 2018 No17
http://www.legislation.gov.uk/nisr/2018/17/pdfs/nisr_20180017_en.pdf

The Ionising Radiations Regulations (Northern Ireland) 2017 SI2017 No 229
http://www.legislation.gov.uk/nisr/2017/229/pdfs/nisr_20170229_en.pdf

The Control of Electromagnetic Fields at Work Regulations 2016 SI2016 No. 588
http://www.legislation.gov.uk/uksi/2016/588/pdfs/uksi_20160588_en.pdf

The Pressure Systems Safety Regulations 2000. www.opsi.gov.uk/si/si2000/20000128.htm

Public Services (Social Value) Act 2012
<http://www.legislation.gov.uk/ukpga/2012/3/enacted>

Websites

NHS Supply Chain <https://www.supplychain.nhs.uk/>

Medicines and Healthcare Products Regulatory Agency www.mhra.gov.uk/index.htm

The Colleges will aim to update the reference list regularly to ensure that the information provided is as current as possible. Please note these links refer to external organisations and, as such, the Colleges are not responsible for the content or maintenance of these external sites.