



Singapore Healthcare Management 2016

Effective Documentation and Monitoring of Trial/Loan Medical Devices

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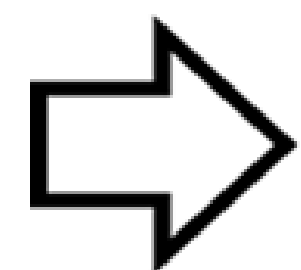


KK Women's and Children's Hospital
SingHealth

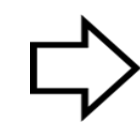
Background Current Practice

Loan Equipment: Equipment loan to hospital for use. **Trial Equipment:** Equipment brought in by vendor for Hospital to evaluate before purchase, planning for replacement, upgrade, etc.

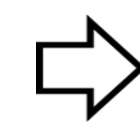
CURRENT PRACTICE



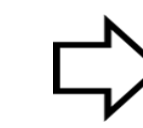
Assistant Engineer (AE) commissions trial / loan medical device and sends it to User



AE monitors end date of trial / loan



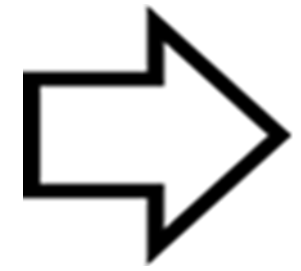
AE returns medical device to vendor before or on end date of trial / loan



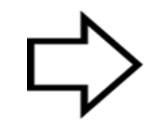
AE sends commissioning document to Admin Assistant for filing



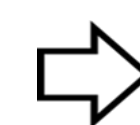
PROBLEMS



Tedious to monitor end date for trial / loan



Untimely return of medical device at end of trial / loan



Pose safety risk in using expired trial / loan medical device



Commissioning document missing



Methodology Improved Practice

Commissioning document sent to Admin Assistant after AE commissioned trial / loan medical device



Admin Assistant scans commissioning document, updates expiry date in Central Record and returns commissioning document to AE



Trial Loan Commissioning Work Order No. (eg. CR0001)	Done By (Staff Name)	Trial Loan Equipment (Ref No)	Scanner Hyperlink Document (eg. CR0001)	Trial Loan Equipment Date Returned to Vendor (Date)	Trial Loan Equipment Returned to Hospital (%)	Scanner Hyperlink Commissioning Document eg. CR0001
CR0001	Sheryl	27 Oct 15	The Loan Device CR0001.pdf	N	N	
CR0002	Sheryl	27 Oct 15	The Loan Device CR0002.pdf	N	N	
CR0003	Sheryl	27 Oct 15	The Loan Device CR0003.pdf	N	N	
CR0004	Alex	17 Nov 15	The Loan Device CR0004.pdf	N	N	
CR0005	Tan Chor Teck	15 Jun 15	The Loan Device CR0005.pdf	N	N	
CR0006	Ho Sherlyn	15 Jun 15	The Loan Device CR0006.pdf	N	N	
CR0007	Tan Chor Teck	15 Jun 15	The Loan Device CR0007.pdf	N	N	
CR0008	Ho Sherlyn	15 Jun 15	The Loan Device CR0008.pdf	N	N	
CR0009	Ho Sherlyn	17 Nov 15	The Loan Device CR0009.pdf	N	N	
CR0010	Alex	17 Nov 15	The Loan Device CR0010.pdf	N	N	
CR0011	Alex	11 Aug 15	The Loan Device CR0011.pdf	N	N	



AE returns medical device to vendor before or on end date of trial / loan



AE sends commissioning document to Admin Assistant for scanning



Results

	Before Implementation (6 months record)	After Implementation (2 months record)	Improvement
Number of delayed return of medical device at end of trial / loan	29	0	100%
Number of misplaced / missing commissioning document	1	0	100%

Conclusion Effective Documentation and Monitoring

Centralised documentation and monitoring of trial / loan medical device



Timely return of trial / loan medical device



Eliminate missing commissioning document



Reduced storage space for hardcopy document

