

Information requested:

For this request, "medical equipment" includes reusable or single-use tools, devices, or machinery used for patient care, diagnosis, treatment, or monitoring (e.g., surgical instruments, diagnostic devices, monitoring equipment, and imaging machines).

SECTION 1: Hospital Demographics

1. Please indicate your trust/hospital type and type of care:

1. Trust/Hospital Type:

- i) Acute
- ii) Mental Health
- iii) Community
- iv) Ambulance
- v) Other (please specify)

2. Type of Care:

- i) Secondary
- ii) Tertiary
- iii) Other (please specify)

3. Total Number of Beds: Please indicate the total number of inpatient beds in your hospital, including all types (e.g., general, ICU, maternity) if applicable.

4. ICU/ITU Bed Count: How many beds are designated for intensive or high-dependency care?

5. Annual Admissions: Please provide the total number of patient admissions in the last calendar year. If exact figures are unavailable, please provide your best estimate.

SECTION 2: Procurement and Inventory Management

1. Formal Procurement Policies: Does your hospital have formal policies or guidelines for medical equipment procurement?

- i) Yes (please provide a copy or summary)
- ii) No

2. Designated Procurement Roles: Is there a designated individual or team responsible for managing the procurement of medical equipment? **If yes**, please provide the role(s) and a brief description of responsibilities.

- i) Yes – Individual
- ii) Yes – Team
- iii) No

3. Inventory Review Frequency: How often is your medical equipment inventory reviewed for excess or unused items?

- i) Monthly
- ii) Quarterly
- iii) Biannually
- iv) Annually
- v) Other (please specify)

4. Primary Sources for Procurement:

What are the primary sources for your medical equipment procurement?

Please indicate the proportion sourced from the NHS supply chain versus individual suppliers, and provide any additional details as applicable.

SECTION 3: Waste and Disposal

1. **Excess/Expired Equipment:**
What percentage of your medical equipment inventory was classified as excess, unused, or expired in the last 12 months?
Please provide a breakdown by equipment type, if available.
2. **Disposal Responsibility:** Is there a specific role or department responsible for overseeing the disposal of medical equipment? **If yes**, please provide the role(s) and responsibilities.
 - i) Yes – Individual
 - ii) Yes – Department
 - iii) No
3. **Formal Disposal Policy:** Does your hospital have a formal policy for the disposal of medical equipment?
 - i) Yes (please provide a copy or summary of any policies)
 - ii) No
4. **Types of Commonly Disposed Equipment:** Please specify the types of medical equipment most commonly disposed of due to expiry or non-use. Include examples and approximate percentages for each type, if possible.
 - i) Surgical instruments
 - ii) Diagnostic devices
 - iii) Monitoring equipment
 - iv) Imaging equipment
 - v) Other (please specify)

SECTION 4: Sustainability and Environmental Impact

1. **Sustainability Initiatives:** Does your hospital have a sustainability initiative for recycling, reuse, or redistribution of excess or unused medical equipment?
 - i) Yes (please provide details)
 - ii) No
2. **Disposal of Excess or Expired Equipment:** How does your hospital manage the disposal of excess, expired, or damaged equipment? Please provide a breakdown by disposal method and indicate the approximate amount (in tonnes) used per year for each method.
 - i) Recycling
 - ii) Donation
 - iii) General waste
 - iv) Other (please specify)

SECTION 5: Policies and Compliance

1. **Compliance with Disposal Guidelines:** How does your hospital ensure compliance with national or NHS guidelines on the disposal and management of medical equipment?
 - i) Internal audits
 - ii) External audits
 - iii) Regular staff training
 - iv) Other (please specify)
2. **Internal Audits of Equipment Management:** Has your hospital conducted internal audits within the last 12 months to assess the management of excess medical equipment?
 - i) Yes (**If yes**, please indicate the frequency of audits and any key findings, if available)
 - No

Response:

SECTION 1: Hospital Demographics

1. ii) Mental Health
2. ii) Tertiary
3. At full capacity, the State Hospital can accommodate 140 inpatients, including 12 beds for patients with an intellectual disability. Currently, 108 beds are being used for male patients with mental illness and 12 beds for male patients with an intellectual disability. Bed availability may vary daily.
4. The State Hospital does not have any ICU/ITU beds. We give notice under section 17 of FOISA that we do not hold this information.
5. 21.

SECTION 2: Procurement and Inventory Management

1. ii) No. we have a Service Level Agreement with NHS Lanarkshire for the Management of Medical Equipment. The scope of works is listed below.

The services we expect from the Provider include:

- To deliver a comprehensive medical equipment maintenance service to The State Hospital.
- To maintain and update the Register of Equipment and National Medical Equipment Database for all medical equipment in use at The State Hospital.
- The index of the protocols for maintaining equipment is as Medical equipment and management service to MHRA DB 2006(05) & BS EN ISO 9001:2008.
- Items identified by the Medical Physics team that require a manufacturers preventive maintenance contract will be organised by the Provider and costs met by the Customer.
- The provider will supply a comprehensive service as provided to other NHS hospitals. This includes equipment advice, procurement advice and implementation of hazard warning.
- Annual visual checks, servicing and repairs of all medical equipment currently in use at The State Hospital to take place over one full working week (Monday-Friday) with a minimum of three full days spent on site. Dates to be mutually agreed within one month of receipt of SLA documentation.
- To provide a repair service throughout the year. Faults out with the annual visit to be arranged with the team at University Hospital Wishaw by email or telephone; for the collection or drop off of faulty equipment.
- Parts are not included and must be obtained by the Customer. The provider will supply all specifications for the parts required. Labour costs will be absorbed as part of the annual charge.
- Disposal and decommissioning of equipment will be carried out by NHS Lanarkshire, costs will be absorbed as part of the annual charge.
- Ensure the service operates a robust governance process.
- To participate in the monitoring, auditing and evaluation of the service.
- To establish, promote and adopt a cohesive team approach in partnership with all relevant stakeholders, with the aim of offering reciprocal support in clinical, monitoring, audit, research and evaluation activities.
- To provide a flexible approach to holiday periods to the mutual benefit of all concerned.

2. iii) No. Please refer to the details provided in question 1 of this section. Procurement of items will be made through the Single PECOS purchase to pay system by staff at TSH and contracted NHS suppliers will be used wherever possible.
3. iv) Annually
4. NHS Scotland National Procurement Contracts is our primary source for our medical equipment. 100% is sources from contracted suppliers.

SECTION 3: Waste and Disposal

1. 0%
2. iii) Forms part of the Service Level Agreement with NHS Lanarkshire for the Management of Medical Equipment.
3. li) Forms part of the Service Level Agreement with NHS Lanarkshire for the Management of Medical Equipment.
4. We have no equipment commonly disposed of, and as such we give notice under FOISA section 17 that we do not hold the information requested.

SECTION 4: Sustainability and Environmental Impact

1. ii) No
2. iv) Forms part of the Service Level Agreement with NHS Lanarkshire for the Management of Medical Equipment

SECTION 5: Policies and Compliance

1. iv) Forms part of the Service Level Agreement with NHS Lanarkshire for the Management of Medical Equipment
2. ii) No.