Medical Devices – Minimum data set

NHS Lothian minimum dataset for medical devices / equipment

Purpose: To facilitate effective medical equipment management and minimise risk to patients within NHS Lothian; to ensure compliance with CEL 35 (2010).

Scope: Reusable medical devices / equipment that have not been customised for individual patients.

Dataset:

1. Serial Number
2. Location
3. Model
4. Manufacturer
5. Supplier
6. Purchase Date
7. Purchase Cost ex VAT
8. Expected Item Life Cycle (e.g. 7 years)
9. Estimated replacement cost exc VAT
10. Information regarding the type of maintenance (e.g. Manufacturer PM, Manufacturer Comp Contract, In-house PM etc)
11. Service history (inc planned preventative Maintenance, repairs, record of software versions for upgrade purposes) maintenance & repair costs.
12. Maintenance and repair costs (commercial, in-house etc)

The above items are specified in CEL 35, together with annual depreciation which is recorded by Finance for capital items.

The following items are also included in NHS Lothian minimum dataset (rationale given in brackets):

13. Generic Description (standardised descriptor required to identify types of equipment within Lothian, and enables reporting to SG)
14. Asset Number (required because serial numbers are not unique; also provides link to capital asset register)
15. PO Number (supplied by procurement: allows funding source to be identified, links to capital asset register, and also provides evidence to supplier when requesting disposal under WEEE)
16. Installation costs (only required if these form a significant fraction of the purchase cost e.g. major imaging equipment / monitoring systems)
17. Warranty period (essential information for managing equipment contracts/repairs)
18. Lothian dept responsible for managing maintenance (required by Lothian capital process)
19. Date of disposal (required by Lothian capital process)
20. Details of disposal e.g. scrapped / trade-in etc for capital items
(required by Lothian capital process)

Notes:
• Dataset to be held by NHSL dept responsible for managing maintenance.
• The above information may be held either electronically or in hard copy, but
  must be readily accessible for reporting / audit.
Some information (e.g. PO Number, purchase date, purchase cost) can only
be entered accurately at the time of purchase and is unlikely to be available
retrospectively.