

## Purpose

Keeping a minimum data set for medical devices will facilitate effective medical equipment management and minimise risk to patients within NHS Lothian and ensure compliance with CEL 35 (2010).

## Scope

This is required for reusable medical devices and equipment which have not been customised for individual patients.

## Data Set

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 ex VAT
10. Information regarding the type of maintenance (e.g. Manufacturer PM, Manufacturer Comp Contract, In-house PM etc.)
11. Service history (planned preventative maintenance, repairs, record of software versions for upgrade purposes)
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 Scottish Government)
14. Asset Number (required because serial numbers are not unique; also provides a link to the 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 or monitoring systems)
17. Warranty period (essential information for managing equipment contracts and 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 and 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.

## References

[CEL35 \(2010\) A Policy for Property and Asset Management in NHS Scotland](#)

[Medical Devices Policy](#)