

GREENVILLE HEALTH SYSTEM POLICY AND PROCEDURES

Manual of Policy Directives

POLICY NAME: Product and Equipment Evaluation

POLICY NUMBER: S-080-20

EFFECTIVE DATE: June 24, 2015

REVISION DATE: June 24, 2015

SCOPE: Mark "X" as applicable

	Adult Hospitals		Adult		Clinical Licensed
	Children's Hospital		Pediatric		Clinical Unlicensed
	MIPH		Inpatient		Non-Clinical
	UMG/PIH		Outpatient		Nursing Only
X	System-Wide				
	X	GHS Greenville Memorial Hospital			
	X	GHS Greer Memorial Hospital			
	X	GHS Hillcrest Memorial Hospital			
	X	GHS Laurens County Memorial Hospital			
	X	GHS North Greenville Long Term Acute Care Hospital			
	X	GHS Oconee Memorial Hospital			
	X	GHS Patewood Memorial Hospital			
	X	GHS Surgery Center - Spartanburg			
	X	Provider based facilities associated with GHS hospitals			

POLICY STATEMENT:

All product/equipment provided by vendors for clinical trial and/or evaluation within the Greenville Health System will be authorized and coordinated through the GHS Procurement and Sourcing and Value Analysis departments. Clear and equitable guidelines for evaluating product/equipment within the Greenville Health System for all outside vendors are defined to ensure the constant improvement of quality care for our patients, financial sustainability, and compliance with all appropriate regulatory requirements.

PROCEDURE:

- I. MedSurg products/equipment must be submitted into the Third party product submission tool as part of the product review. This must occur prior to an evaluation.
- II. All product/equipment to be brought into the Greenville Hospital System for evaluation or trial must be authorized by a properly approved purchase requisition and ordered by appropriate GHS Procurement and Sourcing personnel. Proper approval is defined as the department manager, director and/or administrator based on approval limits set forth in S-20-9 (Delegation of Authority to Commit or Expend Funds) as determined by the value of the product/equipment.
- III. All clinical equipment must be inspected and approved by Clinical Engineering or other GHS medical equipment entities and appropriate department in servicing completed before being placed in use. All necessary in servicing will be performed based on user competency requirements for all identified department personnel before the product or equipment can be placed in service.
- IV. The GHS Procurement and Sourcing department will be responsible for establishing and maintaining a procedural system by which departments may have access to vendors that wish to place product/equipment at GHS for clinical trials and/or evaluation. The GHS Procurement and Sourcing department will be responsible for the management of:

- A. Review of hospital policies with vendors.
 - B. Processing of purchase orders for evaluation of product/equipment.
 - C. Negotiations with vendors on information, services offered, and price quotations.
 - D. Coordination of dates for evaluation process.
 - E. Notification of Clinical Engineering for the testing and approval of product/equipment for the evaluation time period. Clinical Engineering will contact the department at the end of the evaluation time period.
- V. Desired Outcome. The department is responsible for evaluating, collecting, and documenting the evaluation results to present to the appropriate department manager, director, administrator and appropriate GHS committees for review.

RELATED DOCUMENTS (optional): N/A