

Acquisition of Endoscopes, Decontamination Equipment and Accessories

1. Purpose

This procedure details the process for acquisition of endoscopes, decontamination equipment and accessories.

2. Responsibilities

The EDU management (The User) is responsible for setting the specifications for any new EDU equipment and accessories. Acquisition of endoscopes is the responsibility of the Clinician and EDU management. Internal procurement staff and/or National Procurement lead on any tender exercises. Support in the tender exercise is given by Authorised Persons and Authorising Engineers (Decontamination).

3. Procedure

3.1 Purchase of endoscopes

- consult relevant staff (e.g. endoscopist, Decontamination Lead, AE(D), Procurement Manager, Medical Physics, as required) prior to the purchase of new endoscopes and/or decontamination equipment;
- produce a purchase specification including a service specification for maintenance;
- consult the National Procurement framework NP 147 (flexible video endoscopy equipment and maintenance);
- on the receipt of new/loan endoscopes, verify that:
 - the goods received match the original order requirements and are in a satisfactory condition;
 - that all documentation (including instructions for processing, use, maintenance, testing, storage and disposal) has been provided;
 - the incoming goods inspection has been carried out and endoscope master list (refer to record form PRO 179-500R) within the Decontamination Manual is updated with all endoscope specifications e.g. make, model and serial number;
 - file all manufacturer's instructions in a decontamination manual or electronic folder;
 - record any non-conformances as SOP (PRO 179-200);
 - report any discrepancies to the suppliers.

3.2 Purchase of endoscope decontamination equipment

- consult relevant staff (e.g. endoscopist, Decontamination Lead, Procurement Manager, Medical Physics, estate dept as required) prior to the purchase of new endoscopes and/or decontamination equipment;
- consult your AE(D) to discuss validation requirements (refer to SOP PRO 179-70);
- produce specifications;
- consult the National Procurement framework NP 143 and consider the possibility of carrying out a mini tender;
- on the receipt of new decontamination equipment, verify that:
 - the goods received match the original order requirements and are in a satisfactory condition;
 - that all documentation (including instructions for processing, use, storage and disposal) has been provided;
 - the incoming goods inspection has been carried out and endoscope master list (refer to record form PRO 179-500R) within the Decontamination Manual is updated with all endoscope/equipment specifications e.g. make, model and serial number;
 - commissioning tests are satisfactory.
- file all manufacturer's instructions in a decontamination manual or electronic folder;
- record any non-conformances as SOP (PRO 179-200).