MEDICAL DEVICES

VERSION No	3
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Policy Statement

Medical devices play a key role in health and social care, vital for diagnosis, therapy, monitoring, rehabilitation and care. As an organisation, we ensure our staff are competent to use the medical devices required by the service users and work with suppliers and other health care professionals to provide safe and effective care for service users in the community.

The policy

1. **Using a piece of equipment for the first time:** When a member of staff is required to use a piece of equipment for the first time they must ensure
   - that any service or maintenance checks are up to date and recorded
   - that the information they need is in the service users care plan and the manufacturer's instructions for use are available
   - that they are trained and competent to use the specific piece of equipment
   - that they know how the device works and functions correctly
   - that they inform the service user and or representative that a new devise is being used and answer any questions

2. **Infection Prevention Control**
   - wash hands before using any medical devise
   - gloves and aprons must be worn during any procedure
   - non-single use devises must be cleaned after use, following makers instructions
   - all single use devises must be disposed of in the correct waste container or sharps box
   - remove gloves and wash hands

3. **Reporting incidents:** This could include:
   - inadequate instructions for use
   - inadequate training received
   - inadequate maintenance records
   - inadequate or inappropriate repairs or replacement parts
   - unsuitable storage or use conditions
   - devise not working adequately enough to fulfil the task
   - devise used inappropriately
   - devise unfit for use due to damage
   - Any incident relating to a medical device that prevents the member of staff carrying out a safe procedure must be immediately reported to the manager or deputy initially by phone and then recorded on the appropriate form

4. **Damaged or Broken Equipment:**
   - When a member of staff finds a piece of equipment or medical device damaged or broken it must, where possible, be put to one side and labelled "Do Not Use"
   - Damaged or broken equipment should be reported immediately to the manager and the deputy
   - If emergency replacement equipment is required **call the manager or deputy.** In an emergency contact the manager.

In addition to incident reports being completed an online RIDDOR report will be sent as required and a notification to CQC as soon as possible and within 24hours

5. **The Role of the Medicines and Healthcare Products Regulatory Agency (MHRA)**
MHRA has responsibility for ensuring that medicines and medical devices are effective and acceptably safe. You should be aware that MHRA asks healthcare workers, carers, patients and members of the public to report adverse incidents involving medical devices. When a medical device is suspected or known to be faulty, MHRA will work with manufacturers and distributors on the most appropriate and timely action to take. The manager is on the mailing list of MHRA (via e-mails) to receive regular updates on faulty equipment which is then recorded in a file that is in the nurses' office and all staff are informed. If relevant to our service appropriate action is taken.

Training Statement
All staff receive practical training on the use of individual pieces of equipment and have regular competency observations. This is carried out in house or by relevant health professionals or manufacturers of the equipment.

Related policies
Accidents, Incidents and Emergencies Reporting
Adult Safeguarding
COSHH
Health and Safety
Infection Control
Medication
Moving and Handling
Notifications
Record Keeping