

Pre-purchase Criteria to use in the Selection of Equipment & Furniture – Health & Aged Care

The following is a list of items to consider before purchasing any equipment / furniture to be used in the care of people. Please note some of these items may not be applicable to the equipment / furniture being assessed. This document is to be used as a general guideline only. A number of people will be involved who perform different roles however, all play some role in the evaluation and selection of equipment / furniture. These roles are explained below and their input is indicated by the **P** in the matrix. In some establishments these roles may not necessarily be performed by different people or may be external to the organisation but overseen within the `organisation.

Roles:

Project Co-ordinator – to consider **all** of these items in pre-purchase and to liaise with those people identified within the matrix and other relevant parties i.e. this matrix is to be used by the project co-ordinator.

Board of Management / Senior Management – to provide high level financial decision making and strategic direction.

Maintenance (internal or external) – to provide technical advice and to service equipment to ensure it functions.

(Bio-medical) Engineering (internal or external) – to provide technical advice and servicing.

Cleaning (internal or external) – to maintain cleanliness and infection control protocols.

Supply Department – to purchase equipment and furniture at a competitive price and undertake quality assessment.

Clinical Staff – to provide technical expertise and to operate the equipment and use the furniture.

Note: although this document was designed to help evaluate equipment & furniture prior to purchase, it could also be used to evaluate existing equipment & furniture.

Pre-purchase Criteria to use in the Selection of Equipment & Furniture

Type/piece of equipment/furniture to be evaluated

(i) Pre- trial

What to consider		Who to involve				
Pre-trial	Comments	Board of Management / Senior Mgt.	Maintenance /Engineering / Cleaning	Supply dept.	Clinical Staff	Patients / Residents
Life span <input type="checkbox"/> 5 yrs <input type="checkbox"/> 10 yrs <input type="checkbox"/> > 10 yrs		P	P	P		
Information / instructions available <input type="checkbox"/> Yes <input type="checkbox"/> No			P	P	P	
Back-up service <input type="checkbox"/> yes <input type="checkbox"/> no If yes, type - contracts <input type="checkbox"/> yes <input type="checkbox"/> no			P		P	
Warranty <input type="checkbox"/> yes <input type="checkbox"/> no duration			P	P		
Service considerations - replacement arrangements <input type="checkbox"/> yes <input type="checkbox"/> no - contract for regular service & maintenance <input type="checkbox"/> yes <input type="checkbox"/> no - availability of parts & service for on-site maintenance <input type="checkbox"/> yes <input type="checkbox"/> no - parts readily available in Aust. <input type="checkbox"/> yes <input type="checkbox"/> no - “ “ “ OS <input type="checkbox"/> yes <input type="checkbox"/> no		P	P		P	
Environmental issues - emissions <input type="checkbox"/> yes <input type="checkbox"/> no type..... recycling <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> N/A		P	P		P	

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What to consider		Who to involve				
Pre-trial cont.	Comments	Board of Management / Senior Mgt.	Maintenance /Engineering / Cleaning	Supply dept.	Clinical Staff	Patients / Residents
Standards approved - specify standard - documents available <input type="checkbox"/> yes <input type="checkbox"/> no - registration / approval - - Food & Drug Administration - - Therapeutic Goods Administration - - Therapeutic Certification Australia - C. E. (European Standards) - OHS legislation e.g. OHS (Plant) Regulations			P	P		
Y2K compliance <input type="checkbox"/> yes <input type="checkbox"/> no - supporting documentation available <input type="checkbox"/> yes <input type="checkbox"/> no		P		P		
Co-mingling (i.e. ability to swap parts of equipment to mix & match) <input type="checkbox"/> yes permitted <input type="checkbox"/> no, not permitted - list approved items allowed to be mixed			P		P	
Adaptability, multi-use (i.e. is it suitable for uses other than those it was designed for?) <input type="checkbox"/> yes <input type="checkbox"/> no. If yes specify use.					P	
Limitations on use as recommended by the manufacturer / supplier <input type="checkbox"/> yes <input type="checkbox"/> no. If yes, list limitations			P		P	

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What to consider	Who to involve
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Pre-trial cont.	Comments	Board of Management / Senior Mgt.	Maintenance /Engineering / Cleaning	Supply dept.	Clinical Staff	Patients / Residents
Customisation – will the manufacturer modify / adapt the equipment / furniture for site use? <input type="checkbox"/> yes <input type="checkbox"/> no. If yes, what			P	P	P	
Will building modification be required to use the equipment / furniture? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, is it feasible?		P	P	P	P	
Accessories – does the equipment / furniture include all accessories required for use? <input type="checkbox"/> yes <input type="checkbox"/> no What has to be bought to make it functional?			P	P	P	
Is there a range of sizes for clinical use? <input type="checkbox"/> yes <input type="checkbox"/> no List sizes				P	P	
Clinical references – who locally uses this equipment / furniture? What problems / issues have arisen?.....		P			P	

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What to consider	Who to involve
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Pre-trial cont.	Comments	Board of Management / Senior Mgt.	Maintenance / Engineering / Cleaning	Supply dept.	Clinical Staff	Patients / Residents
Safety features – list those features required for safe use e.g. <input type="checkbox"/> double insulation <input type="checkbox"/> manual back-up <input type="checkbox"/> safety in wet areas <input type="checkbox"/> emergency stop <input type="checkbox"/> brakes <input type="checkbox"/> warning devices <input type="checkbox"/> controls – lock out <input type="checkbox"/> flammability			P		P	
Upgrading ability e.g. software <input type="checkbox"/> yes <input type="checkbox"/> no			P	P	P	
Is a training package available with the equipment / furniture? <input type="checkbox"/> yes <input type="checkbox"/> no Who offers the training? How difficult is it to use the item?			P	P	P	
Are there appropriate labels? e.g. safe working loads, manufacturer’s details <input type="checkbox"/> yes <input type="checkbox"/> no			P	P	P	
Are existing components (e.g. battery packs & chargers, wheels) able to be used with this equipment / furniture? <input type="checkbox"/> yes <input type="checkbox"/> no. if yes, what components?			P		P	
What cost is involved with the purchase of this equipment / furniture?		P		P	P	
What are the potential cost-benefits of this purchase?		P			P	

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(ii) On-site Evaluation Criteria

The following are items for consideration when designing a tool to evaluate the particular piece of equipment / furniture as it relates to your workplace needs.

What to consider	Who to involve					
(a) Considerations to address patient / resident safety & clinical management	Comments	Board of Management / Senior Mgt.	Maintenance /Engineering / Cleaning	Supply dept.	Clinical Staff	Patients / Residents
Ergonomics / ease of use			P		P	P
Safety issues - electrical - design (e.g. trapping points, stability) - flammability - other			P		P	
Comfort / acceptability of use					P	P
Ease of use by patient / resident – does this enable them to be more independent?					P	P
Will this equipment / furniture meet all the patient / resident's needs? Does the patient / resident feel comfortable with the equipment / furniture?					P	P

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(ii) On-site Evaluation Criteria cont.

What to consider		Who to involve				
(b) Considerations to address carer safety & the ability to provide clinical management	Comments	Board of Management / Senior Mgt.	Maintenance /Engineering /Cleaning	Supply dept.	Clinical Staff	Patients / Residents
Occupational Health & Safety issues e.g. electrical safety, noise, trapping points, crushing, shearing, wheels		P	P		P	
Safety features on the equipment e.g. warning devices, brakes			P		P	P
Is the equipment / furniture effective (does it do what it is designed to do)?					P	
Is the equipment / furniture reliable (i.e. consistent performance)?			P		P	
Does the equipment/furniture function effectively in conjunction with existing equipment/furniture? e.g. does a new lifting machine fit under existing beds?					P	
Design issues e.g. rounded edges, compact, light weight, controls – easily visible & accessible, can it be used in the space available?, will the design contribute to minimising injury & structural damage?, does it function the way it was designed?			P	P	P	P
Ergonomics / ease of use					P	

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(ii) On-site Evaluation Criteria cont.

What to consider		Who to involve				
(b) Considerations to address carer safety & the ability to provide clinical management cont.	Comments	Board of Management / Senior Mgt.	Maintenance /Engineering /Cleaning	Supply dept.	Clinical Staff	Patients / Residents
Ease of access to the patient / resident					P	
Storage (including access to it, space required to store)					P	
Transport / manoeuvrability			P		P	
Routine & special requirements for cleaning & maintenance (including infection control)			P		P	
Social quality of life (reduction of injury & fatigue)					P	

(iii) Clinical and Cost Benefits

Consideration should be given to:-

- clinical benefits;
- cost benefits; and
- social quality of life issues for patient / resident and carer.