



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Equipping Procedures Procedure Number 013

	Print Name	Title	Date
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Equipping Procedures

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INTRODUCTION

The Mid Western Regional Hospitals Network is committed to the development and maintenance of a standardised level of a clinical equipment base which ranks technically with the requirements of best practice within the service.

New equipment is introduced by:-

- 1) Equipping newly constructed and refurbishment projects
- 2) A once off replacement of non-planned essential equipment
- 3) A planned equipment replacement programme
- 4) Routine purchases

Scope

The procedures apply to all purchases funded from either the Mid Western Regional Hospitals capital grants or revenue allocations.

Responsibility

Procurement Procedures and equipping processes for equipment purchases from all routes must conform with the requirements detailed in the National documents. These documents include:-

- 1) “EU Public Procurement” issued by the National Public Policy Procurement Unit (NPPPU) Department of Finance.
- 2) Health Facilities Procurement Policies – Department of Health & Children i.e. (Equipping Capital Projects).
- 3) 1994 Department of Finance – Guidelines for the Appraisal and Management of Capital Expenditure proposals in the Public Sector

Process

The Procurement process is outlined on the flow chart in Procedure No. 14. and is relevant irrespective of type of project, Procurement route or purchase type.

The tender package is prepared by the Equipping Officer. Expenditure spreadsheets are maintained in the line with approved budgets.

The Equipping Officer keeps the Project Manager informed on all aspects of the procurement process and expenditure status.

Summary of the Equipping Process

Network

Equipment Suppliers and National
Equipping Systems

RECORD MANAGEMENT

Maintaining records for audit
purposes

TENDER PROCESS EU/National

Advertisements
Preparation of Tender Documentation
Dispatch/Receipt/Opening of Tenders in line
with Procedures
Pre Tender Clarification Meetings
Debriefing of unsuccessful Suppliers in line
with EU Procedures
Placement of Award notices in EU Journal

EVALUATION PROCESS

Financial Assessment based on PLC
Technical and Clinical Assessment in
Conjunction with Users, Biomedical
Personnel, Physicist as appropriate
Trials of Equipment ensuring that the Board is
indemnified against loss/damage during the
trial
Post-Tender Clarification Meetings

INSURANCE

Keeping the Boards insurers updated
on the monetary value of new
Equipment Purchase

2 LEGAL

Liasing with the Boards Legal
Advisors as the need arises to
safeguard the Boards interest.

REPORTING

Provision of Status Reports to Senior
Management/Project Leaders

Accounts

Processing of Invoices in
line with Prompt
Payments

VFM

Ensure best VFM is achieved
by operating a prompt
payment and cumulative
discount schedule.

QUALITY

Ensure that all equipment purchased
is in line with all relevant standards
Keeping abreast of market trends to
ensure that old technologies are not
being purchased.

BUDGET CONTROL

Monitoring of purchasing in line with
approved budgets
equitable expenditure of budgets.

ORDERING

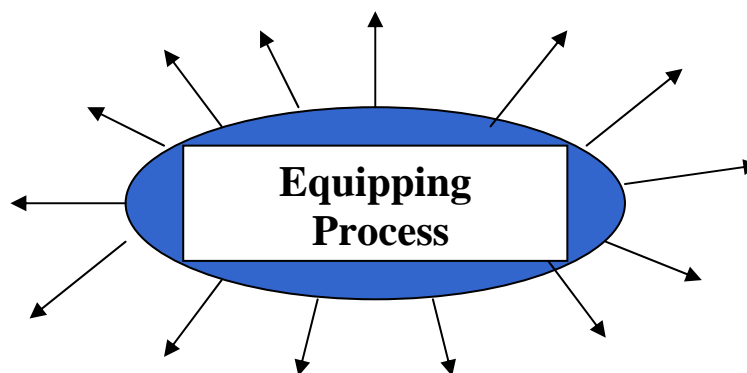
Issue orders /
Award contracts

SERVICE CONTRACT IMPLICATIONS

Advice on revenue implications re
above

STANDARDISATION

Ensuring that equipment purchased is compatible to
existing equipment to avoid stocking of excess
consumables.



Equipping Projects

1. Building and Refurbishment

Introduction

A Capital Equipping Project will be initiated as part of a Capital Project including construction and/or refurbishment.

The Equipping element of such a Project must be considered at Project inception. A member of the Equipping Team will be represented on the Project Team.

- Once a schedule of accommodation has been formulated in the brief a detailed list of requirements must be produced for each room in the development.
- This list must include Group 1,2,3,4 items.
- Existing equipment which is deemed suitable for transfer must be identified (see transfer criteria ref doc 1).
- The space and service requirements of the equipment detailed must be identified to assist with the development of room data and to ensure that adequate space is preserved to the room layout for the Group 3 and 4 items.
- The resulting purchase list is costed and included with the submission to the HSE for funding for the complete project.
- Information on Group 1 and 2 items is extracted and submitted to the Design and In house team.

Procedure

The Department of Health & Children Capital Projects (Equipping New Projects IE) must be adhered to.

Procurement

Once a budget has been secured the Procurement process can commence. However, the equipping programme must be aligned to fit within the construction programme so that equipment is delivered to the site following handover and during the commissioning stage of the project in sequence with the Procurement is planned in compliance with Statutory Regulations. Ref documents.

Commissioning

On site the equipment is planned into the commissioning programme and in line with commissioning new hospital Projects (Reference Documents – ISO Procedures 109 Equipment Commissioning and Decommissioning).

Training

Staff training on new equipment will be scheduled as a component of the commissioning schedule.

2. Equipment Replacement Programme

Introduction

A Programme for the scheduled replacement of obsolete equipment has been compiled. This multi-annual programme identifies equipment requirements across the 6 sites in the Mid Western Area network. Funding for the programme is arranged from the NDP Programme Minor Capital Allocation. Ensuring adequate equipment replacement is dependent on funding.

Scope

The procedure applies to replacing equipment in the HSE Mid-Western Area.

Responsibility

It is the responsibility of the Project Manager to ensure that the equipment submission is updated and reviewed annually. The Equipping Officer compiles the submission.

Procedure

The equipment requirement list is compiled from both the Department of Clinical Engineering's list of equipment due for obsolescence and also notified requirements from all departments across the 6 sites. Departmental head's and Business managers are requested each year to review the previous year's list and to amend this list for inline with the department's service plan.

The final list is costed and submitted to the HSE for a funding allocation. As funding is allocated items on the list are prioritised according to service demands. Procurement of this equipment is according to the regulations as previously outlined.

The prioritised list is agreed with Hospital Management and the prioritised list is submitted to the Health Service Executive.

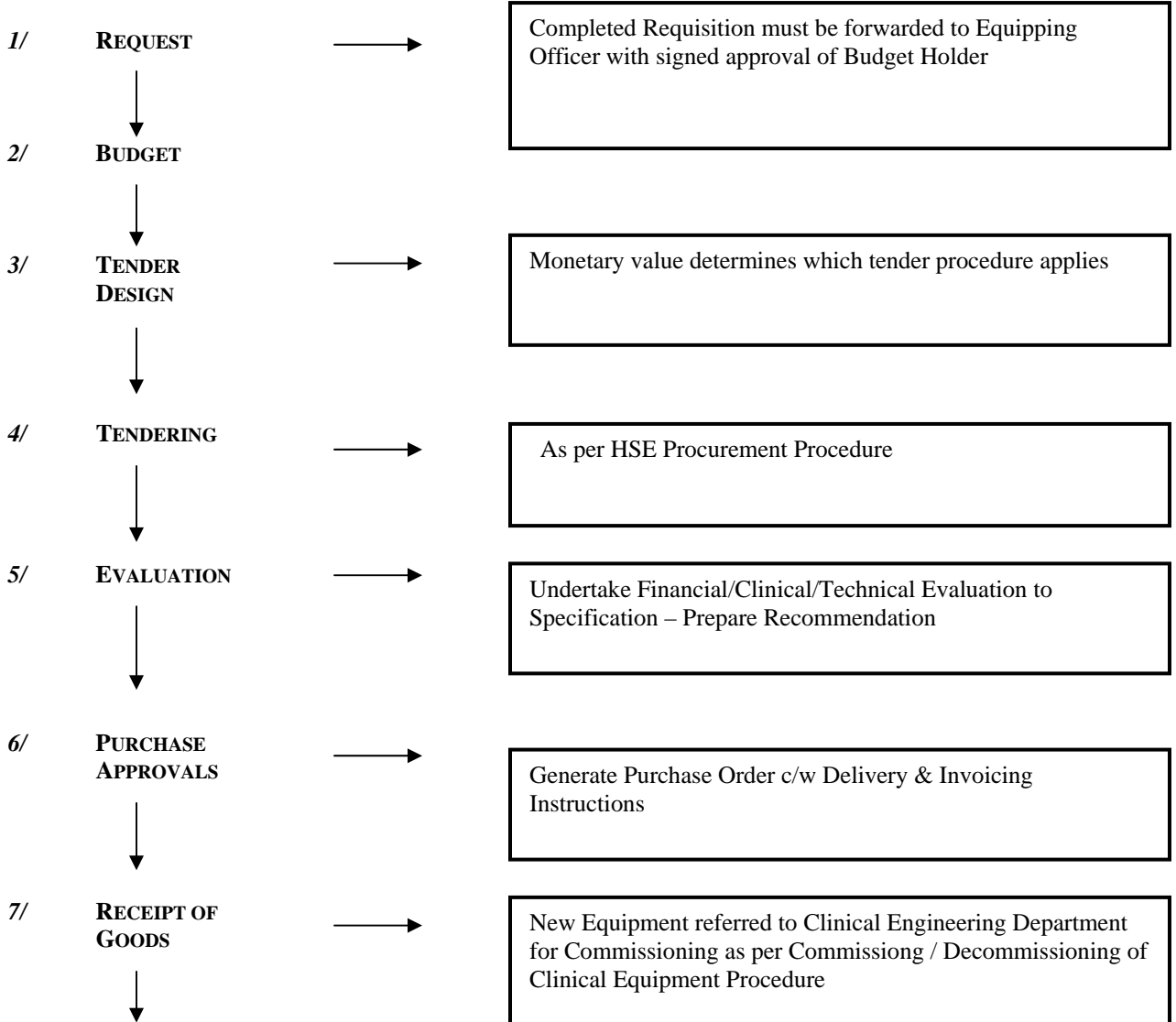
3. Minor Purchases (equipment)

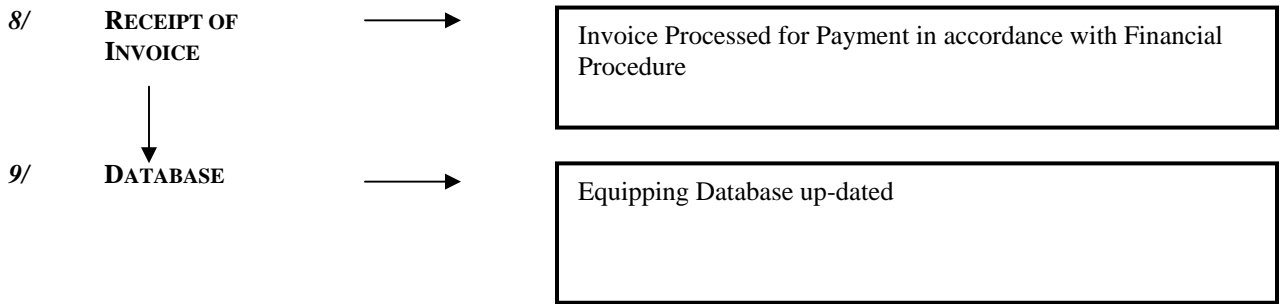
Description

Outside of the Procedures outlined, occasionally a clinical need arises for the purchase of items of equipment. Once this item has been deemed necessary and budget approval secured, the procurement process is carried out in accordance with the procedures listed for routine purchases. As per flow chart Procedure No. 14.

EQUIPPING PROCEDURE / ROUTINE PURCHASES

Prepared By:	<i>Gerard O'Rourke, Equipping Officer</i>
Location:	<i>Project Development Office</i>
Date:	<i>11/01/2005</i>





4. Major Equipment Project

The requirement for certain major equipment installations warrants a separate project e.g. x-ray equipment, CT Scanning Rooms, MRI Units, Cath Labs, etc.

In these instances the procurement requirements are in all cases similar to the procedures already outlined. However, building changes and requirements resulting from the new equipment must be handled as a complete project.

Guidance and Reference Documents

1. Department of Health Facilities Procurement
Capital Works (Equipping Procedures Overview i.e.)
2. Public Procurement Guidelines Competitive process, Supplies and
Services
3. Public Procurement 1994 edition
4. Department of Finance - Guidelines for the Appraisal and
Management of Capital Expenditure proposals in the Public Sector
July 1994
5. Department of Health & Children Standard Agreement and
Conditions of Contract for the supply of equipment in hospitals
(Minor Contract)
6. 1989 Department of Health & Children Standard Agreement and
Conditions of Contract for the supply of equipment in hospitals
(Major Contract)

5. Project Accounting:- Equipment

Description

All procedures outlined in the Financial Procedures Manual document must be adhered to. In addition Project Office accounts process flow is as follows:-

1.1.1.1 Invoice Payment Procedure

Date: 24/05/04

Revision: Draft

In addition to complying with the Mid-Western Health Board Financial Procedures Manual, the following steps must be adhered to when processing invoices for payment in the Project Office.

Overview

Explanatory Notes:

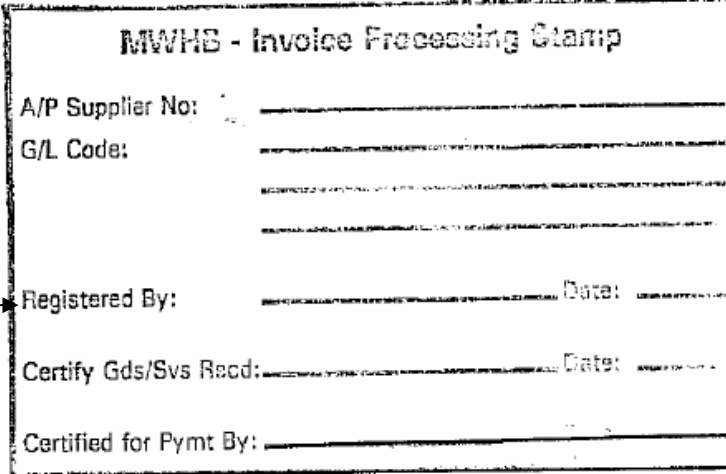
- Purchased Orders
(Once an order has been placed and or a financial commitment made this information must be entered into the Project Office Equipment Database)
- Deliveries for the attention of Project Office Porter
- Equipment delivered directly to user by designated Porter, unless if electrical/medical, in which case stored in Project Office Store
 - for commissioning by Clinical Engineering (once commissioned -delivered to user & signed as received)
- Details of P.O.D. entered in goods inwards book and database
- Delivery docket matched to invoice for payment **or** filed
- Invoice c/w delivery docket paid in accordance with payment procedure
- Once paid Batch sent to Finance
 - Details entered in database
 - Filed for reference: -
 - Copy of batch / invoice's
 - Delivery dockets
- Monthly
 1. Insurance letter sent to Finance to update insurance cover
 2. **Revenue** Accrual, of equipment delivered and **not** passed for payment
 3. Delivery Report / query all commitments not passed for payment
 - a. Follow up on all outstanding deliveries and Invoices

Receipt of Invoice

- a. Date Stamp Invoice
- b. Check order number - to confirm ownership, if not for project office re-post to correct location/company.
- c. Check if invoice is paid (database or order book)
If paid inform company

.....

- d. Stamp with “Official Accounts Payable Stamp”



The image shows a rectangular stamp form titled "MWHS - Invoice Processing Stamp". It contains several fields for recording invoice details. An arrow points to the "Registered By:" field.

MWHS - Invoice Processing Stamp	
A/P Supplier No:	_____
G/L Code:	_____
Registered By:	_____ Date: _____
Certify Gds/Svs Recd:	_____ Date: _____
Certified for Pymt By:	_____

- e. Register Invoice
- f. *Sign Stamp*

System for Data Entry

To Register Invoices for Payment

Step by Step Procedure

User Guide - Accounts Payable Programme

Step 1

Log on to Accounts Payable System:

Enter: -

User Name

** _*****

Password

PLI
STK
EXP
TES
BNK
SETPRINT
LOG

Command: **PLI**

PLI002 interrogate system
PLI025 register invoice
PLI048 unapproved invoice reports
POR159 invoice reconciliation – pay invoice
POR259 correction after POR159
CSP090 csp data entry
BTC050 invoice batch reports
PLIRPT ap reports menu
SETPRINT set default printer

Command: **PLI025**


User Guide - Accounts Payable Programme

Step 2

Register an Invoice/Credit Note:

Command: PLI025

Options:

- 
1. Invoice Entry
 2. Credit Note
 3. Amend Record
 4. Delete Record

Routine:

<return>

Enter routine no here



PAYEE

F3 (to change access to alpha code)

ALPHA CODE

<return>

(enter first four letters of first name, followed by first four letters of second name)

Options:

1. *****
2. *****
3. *****

Enter Field No:

F3 Access by Payee

F4 Nest Code

F8 End Run

(enter field no. to select correct company)

<return>

User Guide - Accounts Payable Programme

Step 3

Register an Invoice/Credit Note:

#PLI025

**** *****

** : ** **/**/**

*** *****

****Invoice Entry****

PAYEE: *****

Date

Of registration

Gds / Inv Rcpt Date

receipt of invoice date

Terms

Due Date

Computer calculated
by terms

Batch

Supp. Inv. No.

max 10 characters
no letters

Total Amount

total inc. of VAT

→
<return>selects current date**

Certification:

01PRJ

(Project Office)

Invoice Type 00 PAY TO TERMS

Select

<F1> Accept

<F2> Re-Post

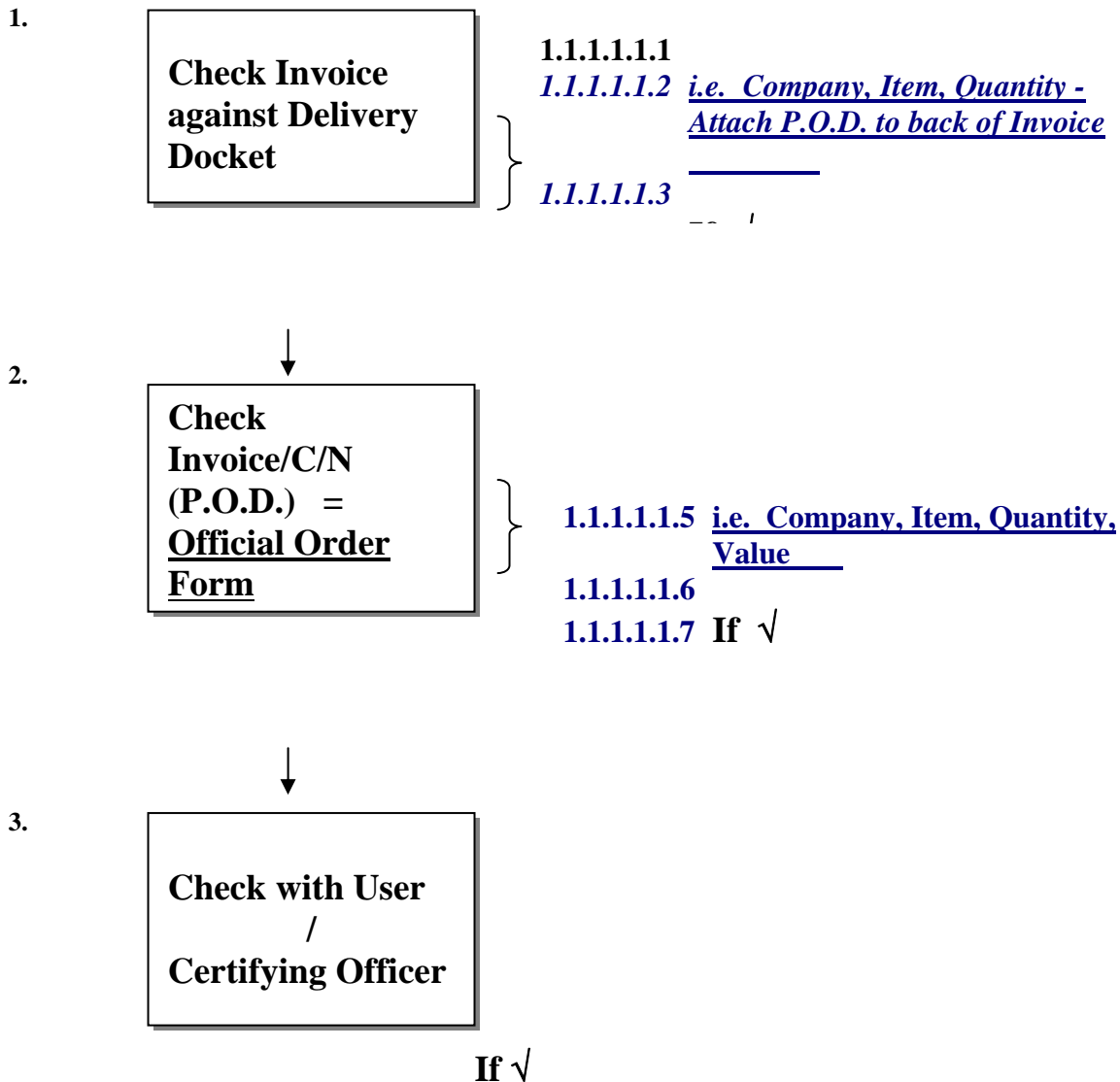
<F4> Prev. Step

<F8> Cancel Posting

Function Keys

Checking Procedure before Payment

Step 4



(Query on any of the above hold invoice for query clearance)

CHECK: PLI002 (to confirm company credit terms i.e. 14/28 days)

User Guide - Accounts Payable

Step 5

1. Batch Number Request:

- Contact Finance ext. 3316/3230 to request batch, giving name / location
- Batch Options:
 - Capital
 - Revenue
 - Withholding Tax
- Write batch number carefully in batch register

Batch number rational: -
First 2 digits = month
Third digit = week
Last 3 digits = sequential
Maximum of 50 invoices can be processed per batch number

2.

Staple **YELLOW** copy from order book to back of invoice keep delivery docket with invoice until paid.

- If order was previously part paid write on invoice
“Yellow copy sent on **/**/”

1.1.1.1.7.1 Write on **blue** copy in Order Book:-

1.1.1.1.7.2 Invoice No Value Date of Payment

***** **.* **/**/

***** **.* **/**/

font colour red for credit notes



3. Pay Invoice on system

User Guide - Accounts Payable Programme

Step 6

G/LEDGER ANALYSIS

#POR159

Batch No.: * * * * *

Enter batch number here

<return>

PAYEE: F3

ALPHA CODE: * * * * *

<return>

Options:

1. * * * * *
2. * * * * *
3. * * * * *

Enter Field No:
(to select company)

<return>

Enter Invoice No: * * * * *

Accept: F1

<return>

* * * * * * * * * * * * * * * * * * * * * * * * *

IF ALL DETAILS ARE CORRECT ## →

Enter GL Code i.e. → → →
0101013**** revenue - see code book <return> <return> <return>
(Cost code) B***** capital code check with Certifying Officer

Accept analysis = <F1> → <F1> → <F1> →

F8 to end
F1 accept posting

User Guide - Accounts Payable Programme

Step 7

Batch Reports

#BTC050

1. **Routine** : **Print Only** (defaults to Print Only, can be run as often as necessary)
2. **Start Batch** : **B.O.F. (enter batch no)**
3. **End Batch** : **E.O.B. (enter batch no)**
4. **Page Per Batch** : **Yes:-**

*Updating for a single batch enter batch number in section 2 & 3
For a range of sequential batch numbers only enter end of range in section 3 - if you own all batch numbers within the range.*

Enter Field No: ☐ **1 - Routine** (1 = Print Only, 2 = Print & Update), **2 -Start Batch**, **3 -End Batch**, **4 -Page Per Batch**

<F1> to run report

To run PRINT AND UPDATE select - Routine 1 - Option 2

Print Only report must to be checked by Certifying Officer before final Print & Update report

➤ ***ALL FIELDS ON REPORT + INVOICES TO BE CHECKED i.e.: -***

- a. **COMPANY**
- b. **INVOICE NUMBER**
- c. **DUE DATE**
- d. **VALUE**
- e. **COST CODE**
- f. **TOTAL OF INVOICES MUST = TOTAL ON REPORT**

When PRINT ONLY is passed by the Certifying Officer run 1 PRINT ONLY (to hold in Project Office for reference) and then run PRINT AND UPDATE

PRINT ONLY - CAN BE RUN AS OFTEN AS NECESSARY

PRINT AND UPDATE - CAN BE RAN ONCE ONLY

Summary:

Step 8

- All Batches & Invoices to be signed by Certifying Officer

- Invoices to be copied, originals invoices c/w yellow copy from official purchase order form to be attached with a treasury tag to PRINT AND UPDATE report. Staple copy invoices to back of PRINT ONLY report

- All invoices over €40,000 letter of recommendation to be completed.

- If individual piece of equipment on the invoice exceeds €7,000(inc vat) Asset Form & copy invoice to be attached to front of batch

- Foreign invoices Vat Form & copy invoice to be attached to front of batch (Finance to decide if Vat is applicable or not)

- Batch to be sent to Accounts Payable, Finance Department, Mid-Western Health Board, 31/33 Catherine Street, Limerick on the designated deadline day

- PRINT ONLY & copy invoices, delivery dockets to be kept in Project Office and filed for reference, details of payments to be recorded in Project Office Equipment Database

SIGNED: _____

DATE: _____

4.0 Equipping Database

A database of all equipment purchased is maintained in the department.