



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Procedure for Equipment Training

Procedure No. 105

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INTRODUCTION

Training on the new equipment is scheduled with the end users of the facility and a training record is maintained at departmental level with the service and technical manuals.

All new equipment is notified to the networks insurers to ensure adequate insurance cover is maintained. The new equipment is entered on the Project database and in the case of biomedical/clinical equipment details are forwarded to Clinical Engineering for inclusion on the clinical equipment asset register and on non-clinical equipment to the Technical Services Department.

Scope

This procedure applies to all new equipment purchased.

Responsibility

- It is the responsibility of the Procurement Officer to ensure that an appropriate level of training is provided by the successful Tenderer. This will include specific user training requirements and the service training requirements of the Clinical Engineering Department.
- It is the responsibility of the requesting department to ensure that staff requiring training are identified and provided with time to attend training sessions.
- It is the responsibility of the end user to maintain training manuals and training records with the purchased equipment.
- Training must be certified by the Supplier

PROCEDURE

1.0 Prior to Tender

- The Equipping Officer will define the training requirements of the specified equipment with the end user and either the department of Clinical Engineering or the Technical Services Department. User training and service training will be outlined separately.
- Once a date for commissioning the equipment has been confirmed the supplier will be requested to provide training on site and the end user will be requested to ensure staff attend.
- In certain instances with complex equipment there may be a requirement to up skill a number of staff as super users. This requirement will be defined at specification and evaluation stages.

These staff members (super users) will then cascade this training across the staff base.

- The Equipping Officer will liaise between the supplier, the end user and the relevant service department on initial training requirement.
- Follow up training requirements are arranged if necessary between the end user, service department and the supplier. The supplier certifies the training.