



DECONTAMINATION OF MEDICAL DEVICES MEETING

TERMS OF REFERENCE

Purpose

The Decontamination of Medical Devices Meeting is a sub-committee of the overarching Infection Control Steering Group.

The purpose of this meeting is to provide a robust mechanism for the review and control of the processes to be followed in rendering re-usable medical devices safe for further use. The processes involve cleaning, disinfection, inspection and storage before use or onward transportation for repair.

Tasks

5. The tasks of the Decontamination Medical Devices Meeting are:
 - a) To make recommendations in relation to
 - b) To implement the decisions of the OMG and Trust Board in relation adjustments to LAS fleet establishment
 - c) To oversee vehicle disposal programmes, vehicle replacement programmes and decisions in relation to economic write offs in order to:
 - prevent uncontrolled growth in LAS fleet establishment
 - prevent uncontrolled reductions in LAS establishment
 - d) To provide a mechanism for setting and controlling the equipment lists for LAS vehicles
 - e) To ensure that vehicle related programmes are fully integrated to ensure smooth, inter-locked implementation and continuity of service
 - f) To ensure that any adjustment to LAS fleet establishment or equipment lists have taken full account of the implications for:
 - a. Operations (A&E and PTS)
 - b. Fleet
 - c. Systems and Networks
 - d. Finance (including implications of leasing vehicles)
 - e. Logistics



- f. Estates
- g) To provide a mechanism through which requests for additional vehicles, new vehicle types or equipment can be evaluated prior to OMG consideration
- h) To ensure that ISONs bidding for new vehicles or vehicle equipment are properly constructed prior to OMG consideration
- i)
- j) To review vehicle leases so that decisions effecting leased vehicles are considered in good time.
- k) To provide a mechanism to recommend the rotation of leased vehicles in order to manage differences in mileage caused by geographical location

Authority

- 6. The group has devolved authority to take the action necessary to maintain the fleet establishment agreed by the OMG and Trust Board providing that:
 - The Chair or, in his absence, another OMG member is present at the time of the decision
 - The financial implications have been agreed by the Deputy Director of Finance or, in his absence, the Director of Finance
 - The Head of Fleet or, in his absence, other senior fleet manager agrees that any repair or retention of a particular vehicle is safe.

Membership

- 7. The membership of the group will be:
 - Chris Vale – Head of Operational Support (Chair)
 - Trevor Hubbard – Head of Infection Prevention and Control
 - Karen Merritt – Corporate Logistics Manager
 - ***Martyn Salter – Deputy Director of Finance***

Frequency of Meetings

- 8. The Decontamination of Medical Devices Meeting will meet on a quarterly basis or on an exceptional basis as required. Decision making required between meetings for minor issues will be facilitated by the Chair, ***ensuring full consultation with members, and will remain within the rules outlined in paragraph 12.***

Christopher Vale
Head of Operational Support