

Briefing note

Topic: Restriction on Equipment Purchases

Date: May 26, 2017

Review input: Information Discussion Endorsement Decision

Submitted by: James Stewart, Project Manager, Move

Review/input: Bev Smith, Director, Equipment & Technology; Patti Byron, Senior Director
Operational Readiness

Purpose:

To recommend a restriction be placed on procurement of all new discretionary equipment between 1 July and 30 October 2017 for Teck ACC (TACC).

Background:

October 29th 2017 is scheduled for the patient move, marking the end of the transition to the TACC. The actual move period begins on the 23 October and will be complete by the 30 October.

During this move period, approximately 5300 transfer items will be relocated and commissioned for use in the TACC.

The Redevelopment Equipment Team have worked with Clinical Leads to develop, and maintain, a list of existing equipment currently in use in the 1982 building that will be transferred to the TACC. This list has been used as a guide during the design and procurement phases to inform the number and type of item being purchased.

To meet the project agreement between Affinity and the Authority, it is a requirement that all equipment in the new facility be tagged with an asset tag, detailed in a registry and compliance stickers sighted. In addition, a large proportion of these transfer items will have an RTLS device attached. In early August 2017, Affinity will be working with the Authority to complete this tagging and compliance review for all items being transferred to the TACC.

A memo was sent in April 2017 to all C&W Senior Directors, Directors, Program Managers and Business Managers requesting the Redevelopment Project to be kept informed of any new equipment being procured to facilitate a safe and efficient move, and ensure these new items are managed appropriately.

In March and April 2017, the Redevelopment Equipment Team conducted an extensive audit of all biomedical equipment in 1982 noting the serial number of these items for transfer and decommissioning purposes. The transfer list was completed in April 2017. It is understood that there will be some changes to this list due to equipment being retired or replaced before the move in October.

These audits have resulted in a complete transfer list which will be kept updated by the Redevelopment Equipment Team with the assistance of onsite Biomedical Engineering.

On the 18 May 2017, Health Care Relocations (the specialist move company contracted to complete relocation activities) together with Affinity and Biomedical Engineers reviewed all equipment that requires a specialty vendor for transfer, removal from a fixture or fitting, and commissioning needs. Affinity are responsible for financing and coordinating this activity.

Opportunity:

The Redevelopment Project is recommending a restriction be placed on all discretionary equipment purchases to:

- ensure all equipment in the TACC is accurately recorded in both the asset and RLTS databases
- confirm that the installation and commissioning requirements have been captured and move staff have been fully resourced

Issues/risks:

- Loss of ability to adequately capture the items requiring commissioning or vendor involvement.
- Purchase of items that will not be transferred to the TACC.
- Equipment will not be included in the Asset registry, or tagged with RLTS or an asset tag,


Recommendations:

It is recommended that the Hospital Implementation Team;

- Endorse a hold on procurement of all new discretionary equipment between 1 July and 30 October 2017 for the TACC. Discretionary equipment are items that may be on a future purchase list or a desired item for a department or program. These items are not critical to delivery of care during the suggested timeframe.
- Procurement hold excludes non-discretionary equipment being procured to replace broken items, supplies and consumables that are critical for patient care and safety. Non-discretionary equipment is that which requires immediate replacement for patient care and cannot wait until November 2017.
- Issue a memo to Program Managers/Directors with this information and request.

Redevelopment Project

An initiative of the Provincial Health Services Authority

Signed: 


Date: 06/06/17

Dave Parker
Co-Chair, Hospital Implementation Team
Deputy Project Officer
BC Children's and BC Women's Hospital Redevelopment Project

Signed: 

Date: June 6/17

Cheryl Davies
Co-Chair, Hospital Implementation Team
Chief Operating Officer, BC Women's Hospital

Signed: 

Date: June 5/17

Linda Lemke
Co-Chair, Hospital Implementation Team
Interim Vice-President, BC Children's Hospital

- Approved
- Not Approved
- Noted

Comments: