

CLINICAL CONSUMABLES EVALUATION DATABASE INFORMATION FOR SUPPLIERS

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Authorisation

NSW Health Procurement prepared this report on behalf of
Public Health Organisations In NSW

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Document Control

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1.0	Clinical Consumables Evaluation Database – Information for Suppliers	Health Procurement	July 2002
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CLINICAL CONSUMABLES EVALUATION DATABASE

Information for Suppliers

**NOTICE TO SUPPLIERS COMPLETING THE
Health Procurement WEB-BASED
CLINICAL CONSUMABLES PRESENTATION eFORM**

To prevent loss of data during data entry as a result of system failure*, it is highly recommended that data to be entered onto the eform be created or made available in a separate document, e.g. MS Word. Data may then be "cut and pasted" onto the appropriate fields of the eform.

To assist in preparing data, screen samples of the form are located at the end of this document.

*System failure in this instance means the inability of a PC / computer to maintain a suitable / stable connection to the Internet resulting to loss of system and / or connection integrity. It is recommended that you do not attempt to enter data using systems that do not have a stable / reliable connection to the Internet.

CLINICAL CONSUMABLES EVALUATION DATABASE

The Health Procurement, Clinical Consumables Evaluation Database for NSW Health Services, provides a “standard” platform for a registry / records keeping system. The main objectives are to:

- ▣ Enable NSW Health Services to efficiently record, maintain, update, monitor and share information on clinical consumables evaluations through the use of a user-friendly standardised and centrally located system.
- ▣ Enable each NSW Health Services to “instantaneously” obtain other NSW Health Services past, current and future information on clinical consumables evaluations with the view of sharing, coordination and / or eliminate duplication of effort;
- ▣ Identify potential goods / services for further research for possible AHS-networked and / or state contracts arrangements;
- ▣ Enable Health Procurement and it’s Contract Advisory Groups [CAG] to access evaluation information for clinical consumables that are being considered as a result of State Contract renewal or establishment.

- **Note 1:** [Items being evaluated for State Contract consideration]

The system is to restrict access to this type of evaluation data to appropriate CAGs and Health Procurement only. This restriction will be removed after the recommendation to the State Contract Control Board is finalised. Data will be made available to all NSW Health Services thereafter.]

- **Note 2:** [Items being evaluated for State Contract consideration]

Health Procurement may make available to State Procurement, Department of Commerce, evaluation data as categorised in Note 1 as part of the State Contract Renewal / Establishment process

- **Note 3:** [Items already classified as State Contract]

The Health Service may choose to evaluate clinical consumables already on state contract as per the Health Service policy / protocol on the selection of contract items. Evaluation results when entered onto the database are automatically viewable by all Health Services and subject to the conditions as stipulated on this document.

The introduction of the Clinical Consumables Evaluation Database does NOT change the process of actual clinical consumables evaluation or management. The database is simply a tool in this process.

CONDITIONS OF USE

NSW Health Services agree to use the database with the following conditions:

1. Database evaluations registered onto the system are entered as a form of "Health Service records keeping" and "information sharing".
2. Health Services viewing other Health Services evaluations do so as a guide / reference only and is not to be used as the sole reason to award or not award a contractor / supplier.
3. Health Services acknowledge that item evaluation criteria used by other Health Services might not be consistent with their own evaluation criteria. This in effect supports conditions as stipulated in point 2.
4. Prospective tenderers / suppliers of clinical consumables for evaluations are to be advised by the Health Service that evaluation details are to be entered onto the statewide system, that is accessible by all Health Services subject to conditions as stipulated in point 2.

SECTIONS OF THE DATABASE

The database is divided into the following sections:

- Tracking Information – contains the reference code, the Health Service [acronym], date of evaluation and completion, and category type.
- Product Information – allows user to record all necessary descriptions and references to clinical consumables.
- Supplier Information – records supplier contact details.
- Packaging Information – indicates if clinical consumables is sterile and specifies labelling.
- Standards/Infection Control Information – specifies Australian/International Standards and other control requirements.
- Price Information – specifies unit price, delivery details, and purchase requirements.
- Environmental Information – specifies method of disposal and any additional environmental information.
- OHS Information – specifies components of clinical consumables and handling issues.
- General Evaluation Information – records where clinical consumables are used, location of previous evaluation and comments on perceived product advantages and disadvantages.
- Training & Support Information – information on available training and education, documented instructions, and after sales support.
- Evaluator Coordinator Details – details of evaluator and evaluation site.

- ☐ Evaluation Outcome – detailed information on result of evaluation and product performance.

CLINICAL CONSUMABLES PRESENTATION eFORM [for evaluation]

The eForm allows the suppliers to log on to a worldwide website and submit detailed information regarding clinical consumables to be evaluated by a Health Service.

The system enables a supplier to attach more information in a variety of format¹ such as diagrams, brochures, or pictures, through the “attach” or “upload” function. The Clinical Product Manager will initiate the process by accessing the Clinical Consumables Evaluation Database and assign to a particular company / supplier a request for information. In the case of items being considered for State Contract, the process is to be initiated by Health Procurement. In both cases, a system generated email is forwarded to the nominated company / supplier representative(s) that contains the:

1. Website address [URL] of the eForm
2. The User ID and the password
3. This document in PDF format, “Clinical Consumables Evaluation Database “Information for Suppliers”

WHAT DO YOU DO WHEN YOU RECEIVE THE EMAIL?

1. OPEN AND READ THIS DOCUMENT [ATTACHED TO THE EMAIL] THOROUGHLY

2. Go to the Website address as stipulated in the email
3. Ensure that you have all information required before logging onto the system. [Refer to the Notice to Suppliers” located at the beginning of this document.
4. Log-onto the system by using the user ID and password as stipulated in the email.
5. Commence completing the fields, preferably by cutting and pasting most of your data from a separate document.
6. Click “Submit” at the end ensuring that you take note of all system reminders and alerts.

WHAT HAPPENS AFTER SUBMISSION?

Upon completion of the form and after clicking submit, all of the data that you have submitted would automatically populate the relevant sections in the Health Procurement Clinical Consumables Evaluation Database.

The system will automatically send an email alert to the Clinical Product Manager confirming your successful submission and that the information is now ready for review / processing. [This event is instantaneous, but is subject to the Health Service email network conditions at the time of transmission. In normal circumstances the message is sent and received within 2 to 10 minutes]

SCREEN SHOTS

To assist you in completing the eForm, the following sections illustrates all the data-entry screen of the web-based form, please compose your answer to the fields, in a separate document. Alternatively, you may request your Health Service Contact for a soft copy of the clinical consumables presentation eform to assist you in this process.

*Please take note of the data entry and navigation tips on the following screens.

¹ MS Word, Excel, Power Point, GIF, JPEG, BMP, AVI, HTML etc. [Note – this is subject to the ability of the recipient to open these file formats. It is best to check with your Health Service contact before attaching information created with un-commonly used formats].

SCREEN 1 – CLINICAL CONSUMABLES PRESENTATION eFORM [for evaluation]

Product Information: Reference No. = valentinotest1

Description of Product -:	<input type="text"/>
Description of Product Use	<input type="text"/>
Brand Name	<input type="text"/> <input type="button" value="Search"/>
Supplier Item Number	<input type="text"/>
EAN Compliance	<input type="checkbox"/>
Reason for Evaluation	<input type="checkbox"/> New to Market <input type="checkbox"/> Substitution <input type="checkbox"/> Upgrade <input type="checkbox"/> Review <input type="checkbox"/> [State] Contract Advisory Grp <input type="checkbox"/> Area Tender
NSW State Contract	**** select from list ****
Contract Item number(s)	<input type="text"/>
Performance Indicators	<input type="text"/>
Product being Substituted (if applicable)	<input type="text"/>
Number of Samples & Unit	<input type="text"/>
Batch Numbers	<input type="text"/>
Storage Temperature	<input type="text"/>
Method Of Cleaning	<input type="text"/>
Method of Sterilization (Ctrl key for more then one)	<input type="checkbox"/> Steam - [able to stand 134 degress and over] <input type="checkbox"/> Ethylene Oxide <input type="checkbox"/> Glow Plasma <input type="checkbox"/> Dry Heat <input type="checkbox"/> Chemical <input type="checkbox"/> Other <input type="checkbox"/> Not Applicable <input type="checkbox"/> Gamma

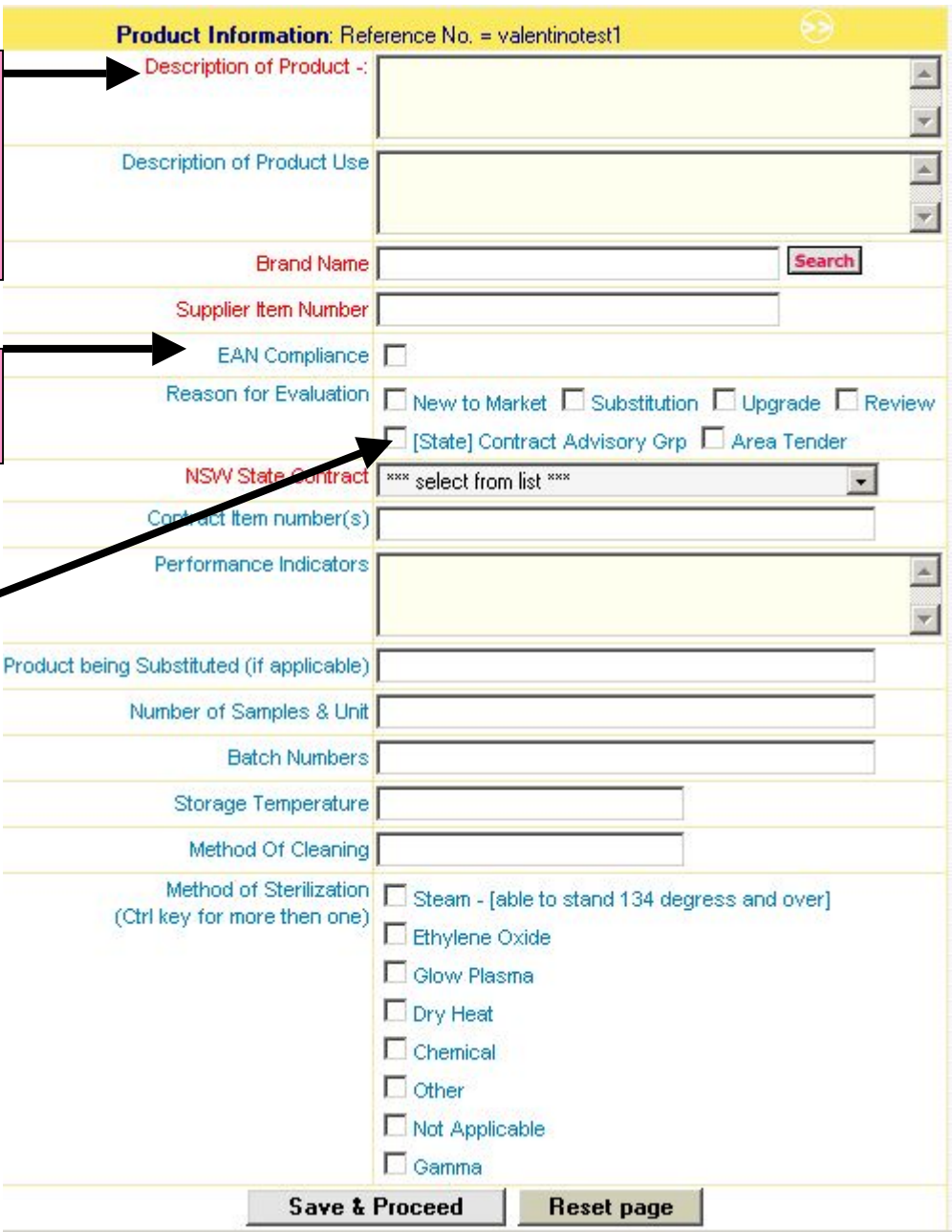
Red descriptors denotes a mandatory field, i.e. you cannot proceed onto the next screen until you enter data on these fields

Represent EAN / HIBCC codes [for barcoding]

CAUTION

Tick this box only if the product was requested for evaluation as part of a State Contract Tender

Ticking this box inappropriately will delay processing and might require re-submission.



SCREEN 2 - CLINICAL CONSUMABLES PRESENTATION eFORM [for evaluation]

Navigation tips

Use this back button to review entries on the previous page

Use this forward button only to navigate to sections you have previously completed. If you made changes to a section you have to use the "Save & Proceed" button at the end of each section. Using the forward button in this instance will not commit data to the eForm.

[SCREEN 3] Reference Number = valentnotest

SUPPLIER DETAILS

Supplier Name: 3M Australia Pty Ltd

Telephone: []

Company Email: []

PACKAGING

Package Sterile? Yes No N/A

Package Labeling Single Use
 Single Patient Use
 Reusable
 Not Applicable

STANDARDS/INFECTION-CTRL

Standards: []

* View Dropdown Selectbox to find a standard before adding new ones to eliminate duplicated entries.

TGA Number: []

Material Safety Data Sheets Availability? Yes No N/A

Meet Infection Control Requirements? Yes No N/A

Use of Product requires change to Policy & Procedure? Yes No N/A

Cleaning of Product requires change to Policy & Procedure? Yes No N/A

PRICE-INFO

Multiple Cost? (Refer to detailed information in notes)

Cost per Unit: []

Unit: Each

Quantity per Unit: [] Each price: []

Quantity per Unit: [] Each price: []

Delivery cost (if not 'Free In Store'): [] Lead Time: []

Minimum Purchase Qty: [] Min. Purchase Value: []

Please Search before entering data to avoid duplications

If you click "Multiple Cost" you have to support your answer by either entering information on the notes section or by attaching a separate document.

If you click "Reset page" all data entered will be cleared / deleted. This process is specific to this section only

SCREEN 3 – CLINICAL CONSUMABLES PRESENTATION eFORM [for evaluation]

Reference Number valentinotest1

ENVIRONMENTAL INFO

Method of Disposal Landfill Incineration Recyclable

Additional Information

OCC. HEALTH & SAFETY

Contain Hazardous Substances Yes No N/A

Comments

Manual Handling Issues Yes No N/A

Comments

Contains Sharps Yes No N/A

Comments

Contains Latex Yes No N/A

Identify part of the product that contains latex

GENERAL INFO.

Product in use at

Previously evaluated at

Perceived advantage

Perceived disadvantage

These types of fields can accommodate up to 500 characters, use the up and down arrows to review your entry

Review each screen carefully as some radio buttons default to specific answers that may not be appropriate for your entry

This message will be displayed when Save & Proceed is selected as a friendly prompt!

Note: **The next section is the final section**, it is advisable to add notes or upload documents first before clicking "Submit".

Clicking the submit button after completing all fields will finalise and end the session! Adding notes and uploading documents will not be possible thereafter.

SCREEN 4 – CLINICAL CONSUMABLES PRESENTATION eFORM [for evaluation]

TRAINING & SUPPORT INFO. Reference Number valentintest1 **FINAL SECTION**

Available Training and Education Yes No N/A
Comments

Available ongoing In-Service Training Yes No N/A
Comments

Easy to follow instructions & documentation Yes No N/A
Comments

Available after sales support Yes No N/A
Comments :-

Submit **Reset page**

Notes for valentintest1
No notes for this section...
Add **Edit** **Delete**

Files for valentintest1
Current Attached Documents :
Currently no attached files ...
Upload Files

When you click "add" a notes window will open ready for you to enter your notes.

You may enter as much notes as required, each note is limited to 250 characters.

Notes entered on each section are specific to and only viewable from that section.

If you click the "Submit" button at this stage, you will be prompted that this is the final screen and all submissions are final and cannot be revised or reversed. It's best to re-review before submitting.

When you click the "Upload Files" button the system will enable you to search for files on your PC for uploading.

You may attach as much files as required. However, it's best to limit attachments to essentials only, to ensure fast and trouble-free transmission.

The system has not been tested on attachments more than 5MB.

For comments on this document please send and email to vbula@doh.health.nsw.gov.au