

**CLINICAL EQUIPMENT  
EVALUATION DATABASE**

**For**

**NSW HEALTH SERVICES**

**Information for Suppliers**

Version 10Oct04

## 1. Authorisation

Health Procurement prepared this report on behalf of

**The Clinical Equipment Procurement Working Party  
The Clinical Product Managers Networking Group**

For additional information or comment please contact

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## 2. Document Control

Version	Description	Author	Date
1.0	Clinical Equipment Evaluation Dbase Information for Suppliers	V. Bulaon	10Oct04

## 3. Document Distribution

As attachment to auto generated email as a result of Clinical Equipment Evaluation Database initial entry.

**NOTICE TO SUPPLIERS COMPLETING THE  
HEALTH PROCUREMENT WEB-BASED  
CLINICAL EQUIPMENT 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 Web form 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 WebForm.

**THE USER ID AND PASSWORD ALLOCATED TO EACH EVALUATION  
CAN ONLY BE USED ONCE**

**It is recommended that you do not attempt to enter data using  
systems that do not have a stable / reliable connection to the  
Internet**

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.

## **CLINICAL EQUIPMENT EVALUATION DATABASE**

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Health Procurement, Clinical Equipment 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 equipment 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 equipment evaluations with the view of sharing, coordination and / or eliminate duplication of effort;
- ☐ Identify areas for further research and / or for possible AHS-networked and / or state contracts arrangements;
- ☐ Enable Contract Advisory Groups [CAG] and the Health Procurement, Procurement and Contracts Team to access evaluation information for clinical equipment that is 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 the Health Procurement, Procurement and Contract Team 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 equipment 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 Equipment Evaluation Database does NOT change the process of actual clinical equipment evaluation or management. The database is simply a tool in this process.**

## CONDITIONS OF USE

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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 equipment 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.

## **CLINICAL EQUIPMENT PRESENTATION WEBFORM [for evaluation]**

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The Web Form allows the suppliers to log on to a World Wide Website [www] and submit detailed information regarding clinical equipment to be evaluated by a Health Service.

The system enables a supplier to attach more information in a variety of format<sup>1</sup> such as diagrams, brochures, or photos, through the "attach" or "Upload Files" function. The Biomedical Engineer and / or the Clinical Product Manager will initiate the process by accessing the Clinical Equipment 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 the Health Procurement, Procurement & Contracts Team. 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, "Clinical Equipment Evaluation Database "Information for Suppliers"

### **WHAT DO YOU DO WHEN YOU RECEIVE THE EMAIL?**

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- 1. OPEN AND READ THIS DOCUMENT [ATTACHED TO THE EMAIL] THOROUGHLY**
2. 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.
3. Go to the Website address as stipulated in the email
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?**

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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 Equipment Evaluation Database.

The system will automatically send an email alert to the Biomedical Engineer and / or 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]

### **WHAT IF YOU GET DISCONNECTED BEFORE FINALISING YOUR SUBMISSION?**

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It is imperative that you take note of all the above to ensure that your entry is not disrupted. If you get disconnected before you finalise your entry. You have to follow the following steps.

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<sup>1</sup> 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].

1. Get in touch with your Health Service contact that initiated the process and request for a re-send of the email [User ID & Password]. This process will re-set the system and enable you to re-enter the system. Remember, you can only use the user ID and password only once after reset.
2. Go to the website address and enter your user ID and Password.
3. If you get disconnected in the middle of data entry it is quite possible that you have lost your previous data, this is the reason why you are encouraged to prepare your data in a separate document.
4. If previous data is still visible upon your re-entry, review all data to ensure that you have not lost any critical information.
5. Proceed with the data entry and finalise the process.

## SCREEN SHOTS

To assist you in completing the Web Form, the following sections illustrates the data-entry screens, please compose your answer to the fields in a separate document.

The screenshot shows a web form titled 'PRODUCT INFO' with the following fields and callouts:

- Header:** [SCREEN 2] Ref No. CCEE404042 and a 'JUMP TO...' dropdown menu.
- \*Description of Equipment:** A text input field with an asterisk indicating it is compulsory.
- \*Description of Clinical application:** A text input field with an asterisk indicating it is compulsory.
- \*Brand Name:** A text input field with a 'Search' button next to it. Callout: 'Search or enter a new Brand name if not on the list'.
- Model Name:** A text input field.
- Model No.:** A text input field.
- Manufacturer:** A dropdown menu with a search icon. Callout: 'This will open a list of manufacturer to select from. You may enter a new one if the manufacturer is not listed. All new entries will auto populate the table for future use'.
- Is item on NSW State Contract?:** Radio buttons for 'Yes' and 'No' (selected).
- EAN/HIBCC Compliance?:** A checkbox.
- \*NSW State Contract:** A dropdown menu with '--- Not Applicable ---' selected.
- \*Period Contract:** A dropdown menu with '--- Not applicable --- ( )' selected.
- Buttons:** 'Save & Proceed' and 'Reset page'.
- Section Header:** PLEASE ATTACH SUPPORTING DOCUMENT FOR THIS SECTION.
- Message:** No document has been attached for this section..
- Upload Files:** A button with a file icon.

Additional callouts:

- 'Asterisks "\*" identify compulsory fields' points to the asterisks in the field labels.
- 'This enables you to jump to any of the other screens' points to the 'JUMP TO...' dropdown.
- 'Select only one if appropriate' points to the radio buttons for 'Is item on NSW State Contract?'.

## Uploading files

Important: On each screen it is best to upload files before clicking "Save & Proceed" If "Save & Proceed" is clicked before uploading files, the screen will move onto the next, use the back arrow to return.

The image illustrates the file upload process in a web application. It shows the 'Upload Files' button, the 'File Upload' dialog box, the 'Browse...' button, and the resulting file list in a Windows Explorer window. Below this, a screenshot of the 'Product Info' form is shown, which includes a table of uploaded files. The table lists two files: 'invitation.doc' and 'medical\_equipment\_management.doc'. An orange arrow points from the 'medical\_equipment\_management.doc' row back to the 'Upload Files' button.

FileName	MimeType	Description	TimeStamp	[X]
invitation.doc	application/msword	TestDocument1	21/09/04 08:49	<input type="checkbox"/>
medical_equipment_management.doc	application/msword	TestDocument2	21/09/04 08:49	<input type="checkbox"/>

To upload any document, e.g. MS Word or Excel, PDF, Jpeg & Gif images follow the steps below:

1. Click the "Upload Files" button. The "Upload Window" will open.
2. Click the "Browse" button the "Choose File" window will open. Locate the file you wish to upload and click "Open". You may add as much document as required.
3. Enter the document description to easily identify attachments
4. Click the "Close Window" button when finished.

The uploaded files will be displayed upon your return to that screen as illustrated on the right image. [Note you may need to go to the next screen and return back to display uploaded files, this process of moving forward and back triggers a screen refresh]

To delete any uploaded document place a tick on the box beside the document and click the "x" button

[SCREEN 3] Ref No. CCEEA04042 JUMP TO...

**SUPPLIER**

\* Supplier

Representative Name

Representative Telephone  Mobile

Representative Email

**REGULATORY COMPLIANCE**

ARTG No.

PLEASE ATTACH DECLARATION OF CONFORMITY BELOW

Details of Regulatory Conformance

**PRICE/ACCESSORIES**

Indicative \$Value  Discounts Available?  Yes  No

Accessories available from other sources?  Yes  No CLICK TO LIST ACCESSORIES

Discounts available for consumables?  Yes  No CLICK TO LIST CONSUMABLES

Dedicated consumables necessary?  Yes  No

Delivery cost (If not FIS)  Lead Time

Indic. Installation Cost

Installation Issues

**METHOD OF FINAL DISPOSAL**

Equipment

Packaging

Consumables

Replaceable Components

Save & Proceed Reset page

**PLEASE ATTACH SUPPORTING DOCUMENT FOR THIS SECTION**

No document has been attached for this section..

Upload Files

**ACCESSORIES..**

Accessories Description	cost

InsertNew Remove A -> Z Z -> A

Save Changes

- ✓ Click "Insert New" to enter a new entry
- ✓ Enter the description and the cost
- ✓ Repeat the first 2 steps to enter more data
- ✓ Click "Save Changes"
- ✓ All entries will be displayed
- ✓ Use the "Remove", "A to Z" & "Z to A" buttons to edit and sort entries

**ACCESSORIES..**

Accessories Description	cost
Test accessories 1	12.50
Test accessories 2	25.95
Test accessories 3	1.25
Test accessories 4	1025

InsertNew Remove A -> Z Z -> A

Save Changes

[SCREEN 4] Ref No. = CCEEA04042 JUMP TO..

**OHS INFO.**

Contain hazardous substances?  Yes  No  N/A

Material Safety Data Sheet (MSDS) provided?  Yes  No  N/A

Manual handling issues?  Yes  No  N/A

Contain sharps?  Yes  No  N/A

Contain Latex?  Yes  No  N/A

Contain/emit radioactivity?  Yes  No  N/A

Details to any of the above

Reference Site(s)

Reference Site(s) contact name(s)

Re-processing requirement

**EQUIPMENT STATUS**

New to market?  Yes  No  N/A

Upgradeable?  Yes  No  N/A

Supplier policy on upgrade

**HAZARD ALERT**

Any past hazard alerts?  Yes  No  N/A

Details/action taken to address each alert

**PLEASE ATTACH SUPPORTING DOCUMENT FOR THIS SECTION**

No document has been attached for this section..

Enter no more than 255 characters on multiple line fields, this applies to all screens.

Avoid using special characters, e.g. - / " < > = @ ! ( ) +

Remember, you have the ability to include attachments if the limit of these fields is not sufficient for your requirements.

[SCREEN 5] Ref No.= CCEEA04042 JUMP TO..

**TRAINING/MAINTENANCE/SUPPORT INFORMATION**

User training/education available?  Yes  No  N/A Cost if any

Description of training/education

ATTACH DETAILS OF TRAINING INCLUDING COMPETENCIES BELOW

Technical support training available?  Yes  No  N/A Cost if any

Description of technical support training

Comprehensive workshop/manufacturer service manual available?  Yes  No  N/A Cost if any

After sales user-support available?  Yes  No  N/A Cost if any

After sales tech-support available?  Yes  No  N/A Cost if any

After sales tech-support provided by?

Technical/maintenance service support agreement available?  Yes  No  N/A

Description of technical/maintenance service support agreement

**MISCELLANEOUS**

Alternative source of accessories?  Yes  No  N/A

Acceptance Testing To AS3551 provided?  Yes  No  N/A ATTACH DOCUMENTS BELOW

Service/technical manual provided for evaluation?  Yes  No  N/A

Operator's manual provided for evaluation?  Yes  No  N/A

**Save & Proceed** **Reset page**

**ACCESSORIES (for trial)**

Accessory Description	Serial No.	Value	Qty

**Save**

**PLEASE ATTACH SUPPORTING DOCUMENT FOR THIS SECTION**

No document has been attached for this section..

**Upload Files**

- ✓ Click "Insert New" to enter a new entry
- ✓ Enter the description and the cost
- ✓ Repeat the first 2 steps to enter more data
- ✓ Click "Save"
- ✓ All entries will be displayed
- ✓ Use the "Remove", "A to Z" & "Z to A" buttons to edit and sort entries.

For comments on this document please send an email to [vbula@doh.health.nsw.gov.au](mailto:vbula@doh.health.nsw.gov.au)