

**Freedom of Information Request**

**Ref: 24-727**

31 October 2024

By Email

Dear Sir/Madam

Thank you for your request for information under the Freedom of Information Act 2000. The Trust's response is as follows:

- We can confirm that we do hold the information you are requesting

**1. Biomedical Asset List**

**Please provide a list of current biomedical assets, including the following details for each asset:**

- o Asset No.\*
- o Serial No.\*
- o Equipment Category
- o Manufacturer
- o Model
- o Installation Date
- o Purchase Price
- o Last PPM Date
- o Next PPM Date
- o PPM Frequency
- o Maintenance Type (In-house or External)
- o External Maintenance Provider (if applicable)

Please see the attached documents.

\* Under Section 31(1)(a) of the Freedom of Information Act, we are required to judge as to whether the disclosure of the information would, or would be likely to, prejudice the prevention or detection of crime. Under guidance issued by the Information Commissioner states that this exemption applies if disclosure of the withheld information would, or would be likely to prejudice the prevention of criminal acts in relation to the Trust's computer systems and information, such as hacking, theft of data, misuse of confidential data or the disruption of the Trust's operations.

**2. Community Sites & Assets**

**a. How many community sites and assets do you manage?**

**b. Are these assets maintained by specific engineers or shared across the team?**

We have 13 external customers, some are over multiple sites. There are 5950 assets which are maintained across teams.

**3. RFiD Asset Tracking**

**a. Do you use an RFiD asset tracking system?**

No

**b. If so, who is the provider of this system?**

Not applicable

**4. External Repair Costs**

**What was the total external repair spending for the last financial year on the following devices?**

- o Defibrillators**
- o ECG Machines**
- o Infusion Pumps**
- o Patient Monitors**
- o Syringe Pumps**
- o CO2 Modules**
- o Monitor Modules**
- o Bladder Scanners**

<b>Equipment</b>	<b>Total</b>
CARDIOGRAPH	£738.00
CO2 MODULE	£9,420.00
DEFIBRILLATOR	£2,445.58
EEG MODULE	£1,783.46
INFUSION PUMP	£1,000.80
PATIENT MONITOR	£0.00
SYRINGE DRIVER	£6,172.69
ULTRASOUND SCANNER - BLADDER	£4,512.00
MULTI-MEASUREMENT SERVER (Monitoring Module)	£0.00

**5. Manual Management**

**How does your organisation manage user and technical service manuals to ensure they remain up-to-date?**

User manuals are managed locally. Technical service manuals are managed via our acceptance procedure (QP10.1a Acceptance of Medical Devices and our Asset Management System (Medusa)). We stipulate the following:

*Acceptance of reusable devices*

*Purchasing and technical documents*

*The acceptance engineer with the support from the Team Leader/Manager must, as far as reasonably practicable, obtain and review the product documents as stipulated below.*

*The correct purchase documents (e.g. [Pre-Acquisition Questionnaire \(PAQ\)](#), the order) must be available from the purchasing officer ([UHBW Bristol Procurement Department](#)) to verify the standard the equipment was purchased and to ensure the accurate recording of the asset inventory. MEMO must also review certificates of conformity and calibration where required.*

*Technical/user manuals and PM task sheets must also be obtained from the supplier and manufacturer PM requirements reviewed.*

#### *PM task sheets*

*If PM task sheet is not available from the manufacturer, a task sheet/work instructions need to be produced and uploaded into Medusa within 3 months of the product being accepted specifically for high/medium risk equipment.*

*Staff returning from manufacturers training should also review/produce task sheets as required. (Refer to work instruction/task sheets template).*

*Task sheets and work instructions must also be reviewed at least every 3 years.*

*The equipment manuals should also be reviewed and updated as per manufacturers notices.*

## **6. EBME Engineers**

**Please provide the number of EBME engineers within your organisation, categorised by banding:**

Engineers	Quantity
Band 3	5
Band 4	2
Band 5	4
Band 6	10
Band 7	4
Other	1

## **7. Anaesthetic Equipment**

**Who provides the maintenance of anaesthetic equipment?**

In house.

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Data Protection Officer  
University Hospitals Bristol and Weston NHS Foundation Trust  
Trust Headquarters  
Marlborough Street  
Bristol  
BS1 3NU

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

#### Publication

Please note that this letter and the information included/attached will be published on our website as part of the Trust's Freedom of Information Publication Log. This is because information disclosed in accordance with the Freedom of Information Act is disclosed to the public, not just to the individual making the request. We will remove any personal information (such as your name, email and so on) from any information we make public to protect your personal information.

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely

**Freedom of Information Team**  
**University Hospitals Bristol and Weston NHS Foundation Trust**