PURPOSE:

To provide information on procurement processes in an outright purchase plan related to diagnostics, laboratory items and equipment that are considered essential to ensure high quality testing services.

LEVEL:

All Department Head, Section Heads, Division Heads, Biomedical personnel, Logistics Division Personnel and Suppliers.

DEFINITION OF TERMS:

Analyte- it is a substance that are identified or measured by the test e.g. antibodies or antigen

Consumable- it is an item that are used once during testing and are not reused e.g. gloves, pipette tips, etc.

Diagnostics- it refers to an in-vitro diagnostic medical device such as rapid diagnostic test, enzyme immunoassays and other formats.

Equipment- it refers to items such as analyzers that may be used for a range of specific tests and general laboratory equipment such as centrifuges, pipettes and incubators.

External Quality Assessment- it is a program designed to assess laboratory performance, i.e. assessment of the quality of the entire testing process from collection of specimen, the testing, the procedure, to the reporting of testing results. Usually composed of one or more of the following activities:

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Calibration- it is the set of operations which establish, under specified conditions, the relationship between values indicated by a measuring instrument or system and the corresponding known values of the measurement.

Validation- it is a documented assurance that each constituent of the equipment is complying with the manufacturer's specification under defined operating environment and standard.

Quality Assurance- planned and systematic activities to provide confidence that an organization fulfills requirements for quality.

Quality Control- it is a measure to control the quality of the test itself.

Reagents- chemical and biological components used in the testing process.

Test Kits- it is an individual platforms or devices that include reagents required to carry out a test.

End-User- He/ She is the one requesting the supplies or equipment. His/ Her signature appears on the Equipment Requisition Form.

Equipment Commissioning- it is the process of ensuring that all systems and components of a building are designed, installed, tested, operated, and maintained according to the operational requirements of the owner.

POLICY:

1. A guideline regarding acquisition of equipment in an outright purchase agreement shall be strictly followed to ensure that quality is not compromised.

2. The acquisition of equipment shall be in accordance with the institution's protocol.

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3. The Department Head requests for equipment under any of the following conditions:
   3.1. when the brand new medical device or equipment is needed;
   3.2. as a replacement for retired equipment;
   3.3. when updated models are needed for functionality;
   3.4. when additional equipment is needed.

4. All pertinent documents, contracts, and warranties shall be reviewed before submission to the Corporate Finance Officer for recommendation and approval by the President and CEO.

5. Technical Features shall be conducted by the Biomed and Engineering Department which includes power consumption, voltage input, current rating, temperature and humidity requirement, footprint, volume (LXWXH), battery capacity, UPS and AVR requirement.

6. Analyses shall be done by the Finance Division for the computation of Return of Investment, Pay Back Period and Activity Based Costing or Cost Per Reportable Test.

7. The Product Features shall be prepared by the End-Users (Medical Technologists) observing the following:
   7.1. User-friendliness
   7.2. Capacity for Throughput
   7.3. Newer model or version
   7.4. Quality Control and Calibration
   7.5. Hospital Information System (HIS)/ Laboratory Information System (LIS)
   7.6. *System Connectivity*
   7.7. Built-in Troubleshooting Guide
   7.8. After-sales Support

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DOCUMENTATION:

New Policy

DISSEMINATION:

1. Policies and Procedure Manual
2. Hospital Communicator
3. Departmental Meetings
4. Reorientation of employees
5. Routing of Memos

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	**MONICA B. VILLANUEVA, RN, RMT, PhD** Laboratory Manager		9-2-22
Verified:	**MELANIE ROSE B. ZERRUDO, MD, FPSP** *Chairman, Department of Pathology*		9-2-22
Reviewed:	**DENNIS C. ESCALONA, MN, FPCHA, FPSQua** Quality Assurance Supervisor		9-02-2022
Recommending Approval:	**RICKY G. SALIDO** Logistics Division Head		9-02-2022
	ROSARIO D. ABARING, MN, MBA-HA, PhD, FPCHA Ancillary Services Division Officer		09.02.2022
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		9.27.22
Approved:	**GENESIS GOLDI D. GOLINGAN** President and CEO		9/28/22

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DR. PABLO O. TORRE MEMORIAL HOSPITAL B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100	Document Code:	DPOTMH-E-52-P05-S01
	Effective Date:	08-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Laboratory Department
	Document Title:	**ACQUISITION OF LABORATORY EQUIPMENT**

PURPOSE:

To provide a guideline on the process for the acquisition of laboratory equipment to ensure that it is being done accordingly.

SCOPE:

Applicable to all Laboratory Department Staff of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

PERSON RESPONSIBLE:

Pathologist/Department Head/Laboratory Supervisor, Materials Management Department, Chief Finance Officer, Biomedical Engineering

PROCEDURE:

1 The Section Head makes a request for equipment needed.

2 The Section Heads fill out an Equipment Requisition Form (ERF) duly approved by the Laboratory Manager, Ancillary Services Division Officer, Budget and Costs Supervisor/Manager, Chief Finance Officer, and the President & CEO.

3 The Section Head submits the approved ERF to the Procurement Section of the Logistics Division for sourcing. There must be three (3) units from different suppliers of the same equivalent model.

4 Procurement Section Personnel requests a product demonstration or presentation of the equipment for evaluation based on the following:

4.1 The Biomedical and Engineering Department conducts technical features which include power consumption, voltage input, current rating, temperature and humidity requirements, footprint, volume (LXWXH), battery capacity, UPS and AVR requirements.

4.2 The Financial Analyses are done by the Finance Division for the computation of Return of Investment, Payback Period, and Activity Based Costing or Cost Per Reportable Test.

4.3 End-Users (Medical Technologists) prepare product features.

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5 The Section Head forwards the recommended equipment for purchase to the Procurement Section, who shall then forward the requisition to the MPHHI Synergy Purchasing Head for further negotiation in accordance with tiered approval authority.

6 For tie-up arrangement, the chosen proposal shall be forwarded to the Procurement Section for negotiation and to MPHHI for further negotiation.

7 The Chief Finance Officer reviews all pertinent documents, contracts, and warranties for approval by the President and CEO.

8 The Procurement Section places the final order once approved. The Procurement Section Head facilitates the fast delivery of the equipment.

9 Upon delivery, the Procurement Section receives the equipment together with the Biomed and the END-USER.

10 The Biomedical Engineer ensures its installation and commissioning.

11 The End-User (Laboratory) facilitates the training and use of the machine.

REFERENCES:

1. https://property.berkeley.edu> policies> equipment
2. https://www.finance.admin.cam.ac.uk.acquistion.equilibrium
3. https://accountinginside.com.journal-entry-for-purchase

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Verified:	**MELANIE ROSE B. ZERRUDO, MD, FPSP** Chairman, Department of Pathology		9-2-2022
Reviewed:	**DENNIS C. ESCALONA, MN, FPCHA, FPSQua** Quality Assurance Supervisor		09-02-2022
Recommending Approval:	**RICKY G. SALIDO** Logistics Division Head		9-02-2022
	ROSARIO D. ABARING, RN, MN, PhD, FPCHA Ancillary Division Officer		09.02.2022
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Approved:	**GENESIS GOLDI D. GOLINGAN** President and CEO		9/28/22

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KEY TASKS	PERSON RESPONSIBLE
1. Makes a request for equipment needed.	Laboratory Section Head
2. Fills out an Equipment Requisition Form (ERF).	
3. Submits the approved ERF to the Procurement Section of Logistics Division for sourcing.	
4. Requests for a product demonstration or presentation of the equipment for evaluation	Procurement Section Personnel
5. Conducts technical features which includes power consumption, voltage input, current rating, temperature and humidity requirement, footprint, volume (LXWXH), battery capacity, UPS and AVR requirement.	Biomedical Engineer
6. Conducts computation of Return of Investment, Pay Back Period and Activity Based Costing or Cost Per Reportable Test for the requested equipment.	Budget and Cost
7. Prepares product features.	End User (Laboratory)
8. Forwards the recommended equipment for purchase to Procurement Section	Laboratory Section Head
9. Forwards the requisition to the MPHHI Synergy Purchasing Head for further negotiation in accordance to tiered approval authority.	Procurement Section Supervisor
10. Reviews all pertinent documents/warranties for approval by the President and CEO.	Chief Finance Officer

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11. Places the final purchase once approved and facilitates the fast delivery of the equipment.	Procurement Section Personnel
12. Receives the equipment together with the Biomed and the END-USER.	
13. Ensures its installation and commissioning.	Biomedical Engineer
14. Facilitates the training and use of the machine.	End User (Laboratory)

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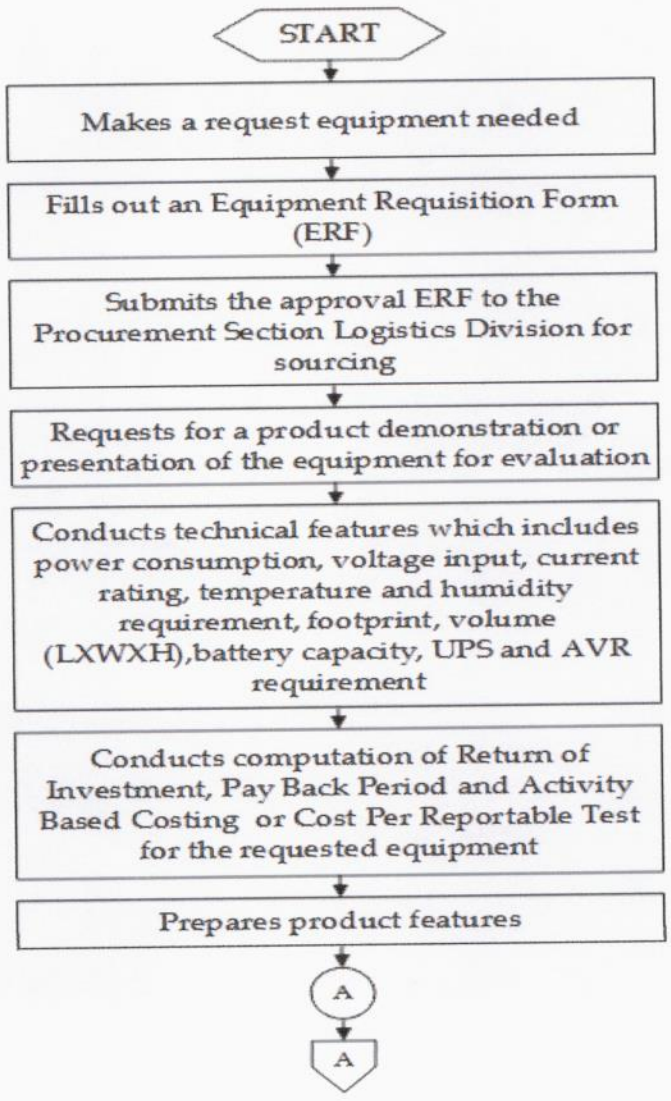
FLOWCHART



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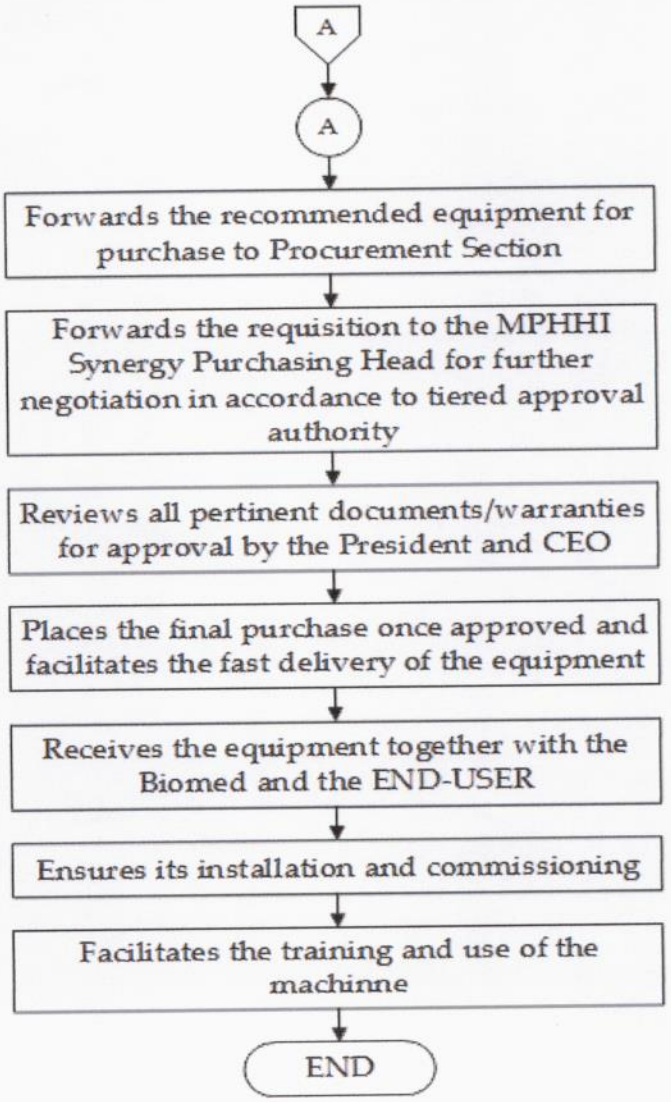

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Verified:	**MELANIE ROSE B. ZERRUDO, MD, FPSP** Chair, Department of Pathologist		9-2-2022
Reviewed:	**DENNIS C. ESCALONA, MN, FPCHA, FPSQua** Quality Assurance Supervisor		09-02-2022
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