



## **PRODUCT EVALUATION AND STANDARDIZATION COMMITTEE**

### **TERMS OF REFERENCE**

#### **PURPOSE:**

The Product Evaluation and Standardization Committee is a standing committee of the Hospitals and PROcure Healthcare, responsible for approval, standardization and purchase of all supplies and equipment whenever possible. The committee will ensure effective and systematic processes through the establishment and support of self directed teams which carefully evaluates relative product specifications, costs, quality, results and desired outcomes.

#### **PHILOSOPHY:**

The committee acts in an advisory capacity to the Hospitals and PROcure Healthcare.

#### **OBJECTIVE:**

To ensure there is a formal process for the evaluation and standardization of materials, supplies and equipment used within the Erie St. Clair LHIN and amongst the five member hospitals of PROcure.

To ensure, through the process of evaluation and standardization, that quality and safety of equipment/materials and supplies used by the hospitals is maintained or improved, while maximum cost savings are realized.

To improve patient care.

#### **RESPONSIBILITIES:**

1. To provide users with a forum to apply to have products evaluated.
2. To ensure that the appropriate Purchasing Policies and procedures are utilized for a new or substitute product.
3. To reduce, wherever practical, duplication of products.
4. To approve, where appropriate, acceptable alternative products/supply items.
5. To adopt systematic procedures for the evaluation and standardization of products utilized.
6. To encourage the use of value analysis; where appropriate, to use life cycle cost accounting, taking initial cost, labour cost, disposal cost, etc., into consideration when conducting the analysis.
7. To review and act upon product deficiencies and concerns. This will include all alert/recall notices and reports for medical devices.
8. To inform all users of the decisions made that relate to additions/changes/deletions to products.
9. To monitor and compare actual cost/saving versus projected cost savings.
10. To review/revise accordingly all policies and procedures annually.

**MEMBERSHIP:**

The Product Evaluation and Standardization Committee is composed of the following key contact members from each hospital as follows:

BWH - OR Representative (1)  
- MM Representative (1)

CKHA - OR Representative (1)  
- MM Representative (1)

HDGH - OR Representative (1)  
- MM Representative (1)

LDMH - OR Representative (1)  
- MM Representative (1)

WRH - OR Representative (1)  
- MM Representative (1)

PROcure - OR Chair  
- MM Chair

The committee has been segregated into OR products and MM products.

It is strongly recommended that each Hospital develops their own internal PESC committee, chaired by one of the above Hospital committee members.

Supplementary representatives may be requested to attend meetings as required due to specialized expertise required to review a particular submission as follows:

- Nursing
- Infection Control
- Biomedical Engineering
- Housekeeping
- Medical Device Reprocessing
- Risk Management
- Occupational Health and Safety
- Medical Staff
- PROcure Healthcare

The role of the supplementary members shall be advisory only.  
Membership shall be reviewed annually.

**DECISION MAKING PROTOCOLS:**

The preferred method is to be as consensus driven decision making process reaching agreement with all parties on a specific issue or item.

In the event that consensus is not possible at the meeting, management will undertake additional information and research on the issue bringing back alternatives or improved options to the next meeting. At the next meeting a vote will take place, each Hospitals has two votes. Majority rules.

**OFFICERS:**

The Chair will be from PROcure Healthcare and a Co-Chair from each hospital will be appointed with terms renewable annually.

**FREQUENCY OF MEETINGS:**

The Committee is to meet as scheduled below, but not fewer than four times per year:

MM: Every second Thursday of the month between September and June, from 9:30 to 11:00 am, held at PROcure Healthcare.

OR: Every third Thursday of the month between September and June, from 9:30 to 11:00 am, held at PROcure Healthcare.

All meetings are to be aligned with Medbuy Spring and Fall meetings and any Medbuy monthly meetings that occur.

**COMMUNICATION:**

All communications and minutes shall be maintained and circulated to members via a link to PROcure internet.

**EVALUATION:**

The committee shall evaluate its effectiveness in meeting its major objectives and key focus on an annual basis.