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**Minor Electrical Mobile Equipment Group**

# NAME

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| ToR Reference | (To be provided by DCM) |
| Version | Version |
| Name and designation of ToR author(s) | Julie Massey, Divisional Director for Radiation Services |
| ­Approved by (committee, group, manager) | Capital Investment Group |
| Approval evidence received  (minutes of meeting, electronic approval) | (To be completed by DCM) |
| Date approved | (To be completed by DCM) |
| Review date |  |
| Review type (annual, three yearly) | annual |
| Target audience |  |
| Links to other strategies, policies, procedures | (To be provided by author) Please add the names of any relevant documents in this section,  if applicable – otherwise leave blank |
| Protective Marking Classification | *To be completed by author  (See Document Management Policy for further guidance)* |
| This document replaces | (version number of previous version or title of document this document replaces) |

**Circulation/Dissemination**

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| Date added into Q-Pulse | For completion by DCM |
| Date document posted on the Intranet | For completion by DCM |

**Version History**

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| **Date** | **Version** | **Author name and designation** | **Summary of main changes** |
|  |  |  | To be completed by author |
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| **Title** | Minor Electrical Mobile Equipment Group |
| **Aim** | To provide oversight and management of the use of minor medical devices across the Trust including training compliance, risks, maintenance programmes, cyber security issues and incidents concerning minor medical devices  To contribute to the development of minor medical equipment operational and logistics plans, ensuring resources are in place such as replacement programmes to enable continuity of service provision.  To provide oversight and management of the introduction of new minor medical devices within the Trust |
| **Specific work areas** | Accept or reject business cases for new or replacement minor electrical medical equipment in advance of them progressing to Capital Investment Group. Capital items are those above the value of £5,000. This includes cases that have been presented for charitable funding.  Accept or reject cases relating to unexpected pressures from missing or broken minor electrical medical equipment in advance of progressing to next appropriate Committee.  Monitor training compliance in minor electrical medical equipment  Monitor MHRA safety alerts and field safety notices received by CCC, ensuring appropriate actions are being taken  Monitor the maintenance of minor electrical medical equipment via the management of the EBME contract, reviewing KPI’s monthly  Assess and monitor any issues relating to medical devices that relate to cyber security  Monitor incidents relating to minor electrical medical devices  Monitor replacement programmes for minor electrical medical devices |
| **Reporting arrangements** | Reporting is via Triple A to Capital Investment Group |
| **Membership** | The group will be chaired by the Divisional Director for Radiation Services  Membership is as follows  Representatives from all Clinical Divisions  Health and Safety Representative  Medical Devices Manager  Finance Representative  IM&T Representatives  Others co-opted as required  Note taker |
| **Quorate** | Medical Devices Manager, a representative from each division – minimum of 4 members present. Attendance will be monitored to ensure all members attend 75% of meetings annually. |
| **Notice of meetings** | Meetings will be organized in advance with at least 3 working days notice of changes |
| **Standard items** | Apologies  Actions from previous meeting  Review of work programme  Training compliance  Review of EBME contract KPI’s  Replacement programme update  Cases for new or replacement equipment including cases presented for charitable funding  Cyber security update  Any other business  Creation of Triple A report |
| **Frequency** | Monthly |