

AQ1200 - PRODUCTS/EQUIPMENT BEING BROUGHT IN FOR TRIAL & EVALUATION

1.0 PURPOSE

To outline the process for bringing in products or equipment for trial and evaluation.

2.0 DEFINITIONS

TERM	DEFINITION
Provincial Health Services Authority (PHSA)	An organization that delivers non-clinical services for health authorities and finds opportunities to improve cost effectiveness and enhance service quality. By working collaboratively, PHSA ensures health authorities get the most value for every dollar spent.

3.0 POLICY

With the diversity of Interior Health (IH) and hundreds of shipments being received daily it is essential that all goods/supplies being shipped to IH include an authorized Purchase Order (PO) for tracking and/or delivery purposes.

4.0 PROCEDURE

It is recognized that on occasions departments may encounter the following situations

- Direct visit of a sales representative
 - A telephone call by a sales representative
 - Department personnel attendance at a conference or trade show
 - The Department directly contacts a vendor/supplier
- These situations may present the need to obtain product or equipment for trial and evaluation purposes.
 - PHSA Supply Chain is responsible for managing the purchasing process on behalf of IH. PHSA Supply Chain will issue a PO only to authorized personnel of IH. The user departments must provide the following information (See [PHSA Vendor Guidelines](#)):
 - Vendor/supplier/shipper (name of contact person/representative)
 - Product description and catalogue number
 - Department cost centre
 - All capital equipment **must be pre-arranged** with the PHSA's Supply Chain Category Lead, Capital Planning & Acquisitions, or designate, and authorized IH departmental personnel

Policy Sponsor: VP & Chief Financial Officer	1 of 2
Policy Steward: Corporate Director, Capital Finance & Controller	
Date Approved: January 2005	Date(s) Reviewed(r)/Revised(R): August 2009 (r) September 2014 (R); July 2016(R), September 2018 (R), December 2022 (R)



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prior to making arrangements with vendor / shipper to send or bring in any equipment to any IH facility.

- Whenever possible, an equipment trial or evaluation should not precede a formal request for proposal (RFP) and the identification of a secure funding source. PHSA Supply Chain always prefers to obtain firm, competitive pricing prior to trial and evaluation in order to protect the competitive environment. It is recognized that some trials may be more exploratory in nature to see if the product is appropriate for a specific use. In these cases, the trial may proceed without an RFP, but it should be recognized that a positive trial may result in a future competitive process or RFP in which trial/evaluation of competitive products may be required. PHSA's Supply Chain Category Lead, Capital Planning & Acquisitions will manage these trials to ensure that a fair and competitive environment is maintained throughout.
- Vendor must attach PO number to shipment.
- All equipment / supplies being brought in to a facility must be received by the appropriate PHSA Supply Chain warehouse personnel.
- If equipment is to be evaluated / used on patients, it must be approved in advance by the IH Health Technology Assessment Committee and Biomedical Engineering must first check and approve it for use.
- Any equipment / supplies received at any IH loading dock without the appropriate PO information will not be accepted and will be returned to vendor at the expense of the initiating department or vendor.
- Vendors not adhering to this Policy will be reminded of the appropriate procedure. Defiance of the Policy may result in the vendor losing his right to conduct business with PHSA Supply Chain

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