

Standard Operating Procedure 5 (SOP 5)

Transportation of Medical Devices

Why we have a procedure?

This procedure is necessary to ensure the safe transportation of medical devices. Adherence to this procedure will ensure compliance with Health and Safety legislation.

All medical devices or equipment potentially contaminated with or containing infectious substances which are being carried for disinfection, cleaning, sterilization, repair, must be carried in accordance with the:

- Carriage of Dangerous Goods and Use of Transportable Pressure Equipment 2009 and 2011 Amendment Regulation
- European Agreement Concerning the International Carriage of Dangerous Goods by Road 2013

Medical devices that are free from contamination but meet or contain items that meet the conditions of other classes of Dangerous Goods must also be transported in accordance with the Regulations.

What overarching policy the procedure links to?

Medical Devices Policy

Which services of the trust does this apply to? **Where** is it in operation?

Group	Inpatients	Community	Locations
Mental Health Services	✓	✓	all
Learning Disabilities Services	✓	✓	all
Children and Young People Services	x	✓	all

Who does the procedure apply to?

- All staff involved in the carrying or transportation of medical devices on site
- Drivers transporting medical devices
- Ward/Department Managers

When should the procedure be applied?

When medical devices need to be moved to another destination on site or transported to another location

How to carry out this procedure

Before Transportation

- Staff must make sure that the device has been decontaminated as per Policy (See **Standard Operating Procedure 7 (SOP 7) Decontamination of Medical Devices Prior to Service, Repair or Disposal**)
- Ensure a Decontamination Label is attached (see **Medical Devices Policy - Appendix 2**)
- If the device operates with fluids, make sure that these are emptied before transportation
- Managers must ensure that risks associated with transporting devices are assessed and hazards are considered within the departmental risks
- Always assess the load and the pathway before attempting the move. Always avoid uneven surfaces. If this cannot be avoided seek assistance from another staff member
- If a number of devices are to be transported, then a secured transport box should be used

Transportation on site

- In the case of pressure mattress transportation, appropriate PPE should be used and the mattress should be put in the relevant coloured polythene bag dependant on its contamination state
- When carrying the device, staff should adhere to the manual handling procedures. If the device is heavy or awkward to handle, then two staff members should handle the device. Health and safety of all personnel and manual handling procedures should be observed at all times
- When transporting devices on site, a trolley should be used. Devices with castors/wheels should be pushed and if the device is large, then two members of staff should manoeuvre it
- Always avoid uneven surfaces. If this cannot be avoided seek assistance from another staff member

Transportation by vehicle

Drivers should ensure that they fully understand and carry out their duties relating to the requirements of this procedure. They should: have a valid licence; make sure their vehicle is roadworthy; have a current MOT; road fund licence and have appropriate insurance cover which includes business usage.

Mobile phones are not to be used whilst driving and no attempt should be made to operate them in any way. The Trust will not provide any support to individuals caught using mobile phones whilst driving on Trust business.

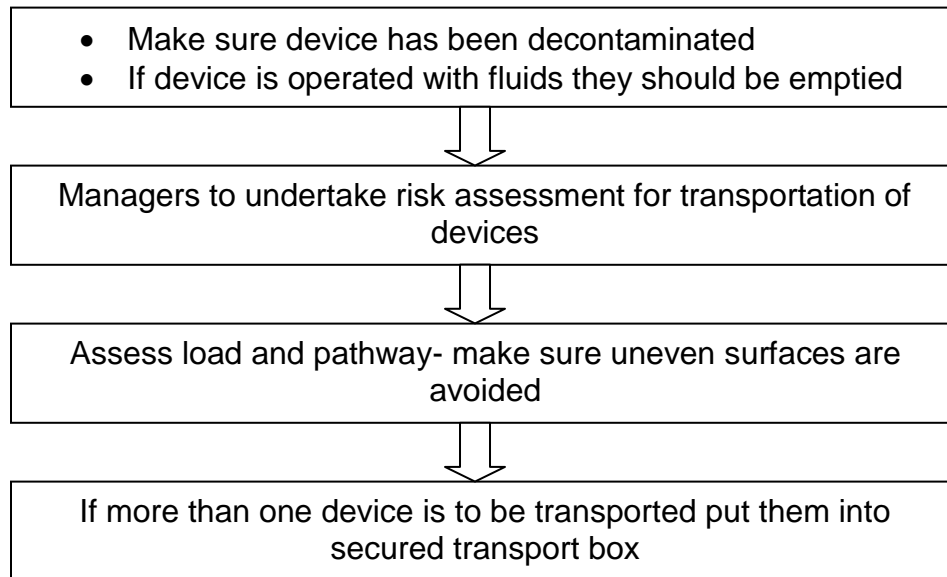
- To transport the medical device to the vehicle follow the process above. The device should be safely loaded and secured to prevent excessive movement or risk of injury to the driver or passenger
- When leaving the vehicle unattended during working hours, all bags, devices and tools should be stored out of sight to reduce risk of vandalism and theft. Equipment should not be left in the vehicle overnight

What do these terms mean?

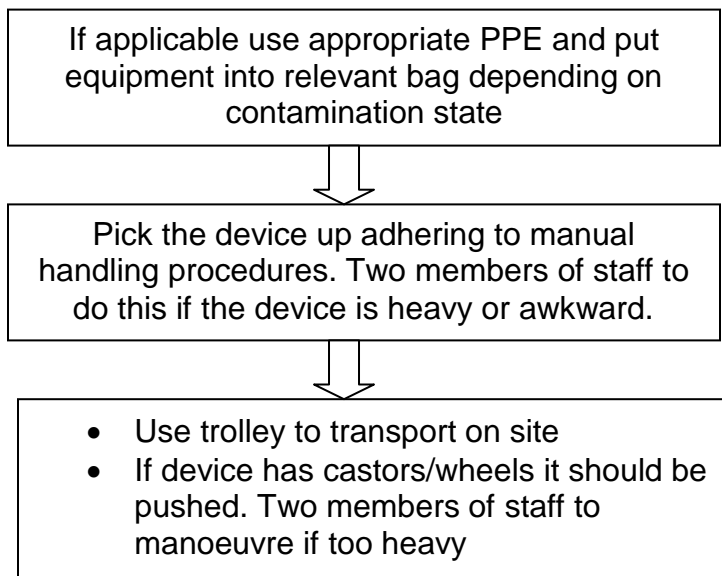
PPE - Personal Protective Equipment refers to all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person who is at work and which protects him or her against one or more risks to his or her health and safety

Transportation of Medical Devices Flow Chart

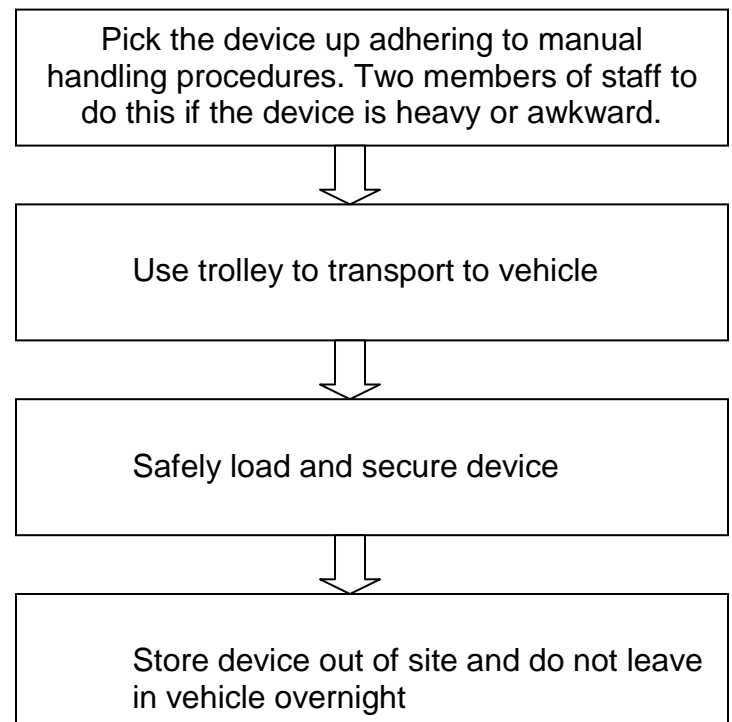
Before Transportation



Transportation on Site



Transportation by Vehicle



Where do I go for further advice or information?

Medical Devices Group

- Ensure that the Trust has access to appropriate expert advice as required
- Oversee all aspects of decontamination and disposal of all medical devices

Team Leaders/Ward & Department Managers/Senior Nurses/Operational Managers

- Take ownership and be responsible for the medical devices used in their areas
- Ensure all staff within their area of responsibility follows this standard procedure

Infection Prevention & Control Team

- Advise accordingly in line with this procedure
- Advise on decontamination methods of re-useable medical devices in line with the manufacturers' recommendations

Training

Staff may receive training in relation to this procedure, where it is identified in their appraisal as part of the specific development needs for their role and responsibilities. Please refer to the Trust's Mandatory & Risk Management Training Needs Analysis for further details on training requirements, target audiences and update frequencies.

Monitoring / Review of this Procedure

In the event of planned change in the process(es) described within this document or an incident involving the described process(es) within the review cycle, this SOP will be reviewed and revised as necessary to maintain its accuracy and effectiveness

Equality Impact Assessment

Please refer to overarching policy

Data Protection Act and Freedom of Information Act

Please refer to overarching policy

Standard Operating Procedure Details

Unique Identifier for this SOP is	BCPFT-CLIN-POL-12-5
State if SOP is New or Revised	Revised
Policy Category	Clinical
Executive Director whose portfolio this SOP comes under	Deputy Chief Executive & Director of Resources
Policy Lead/Author Job titles only	Medical Devices Group
Committee/Group Responsible for Approval of this SOP	Medical Devices Group
Month/year consultation process completed	June 2019
Month/year SOP was approved	September 2019
Next review due	September 2022
Disclosure Status	'B' can be disclosed to patients and the public
Key words relating to this SOP	Carrying devices, moving devices, manual handling

Review and Amendment History

Version	Date	Description of Change
1.1	Jun 2019	SOP Reviewed with no changes made
1.0	Dec 2015	New Procedure established to supplement Medical Devices Policy