

MAIMONIDES MEDICAL CENTER

CODE: PURCH-005 (Reissued)

DATE: July 22, 2015

ORIGINALLY ISSUED: November 2, 1992

SUBJECT: PRODUCT UTILIZATION PROCESS

PURPOSE:

The product utilization process focuses on the Medical Center obtaining the most value for dollars spent through the purchase of quality and cost effective goods and services, while ensuring that established standards of patient care are maintained. To this end a multi-disciplinary Product Utilization Committee was formed, to evaluate the cost effectiveness of products and purchased services and, to ensure the Medical Center's standards of patient care are met.

I. POLICY:

In keeping with the purpose stated above the Medical Center's Product Utilization Committee is to review products and services within the structure set forth below:

1. Provide a forum for review, analysis and selection of purchased goods and services.
2. Develop a mechanism for product selection and the most cost effective approach for standardization.
3. Study the impact of expenses related to capital procurement.
4. Analyze the cost benefits of purchasing disposable products versus reusables.
5. Analyze purchased service agreements for cost effectiveness, future capital procurement considerations and equipment up time.
6. Ensure compliance with regulatory and legal requirements regarding purchased goods and services.

II. RESPONSIBILITY:

The Product Utilization Team in concert with the Purchasing Department will be responsible to:

1. Ensure that the product utilization techniques are applied to the selection of supplies, equipment and purchased services.

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2. Select products and sources of purchased services, which are acceptable to the Medical Center.
3. Monitor and report accomplishments within the Medical Center as they relate to the product utilization process.
4. Authorize, monitor and evaluate all product trials prior to selection of products.
5. Ensure the use of product evaluation and product forms to assist in product analysis.
6. Review product usage so the economic impact can be reviewed and analyzed for budgetary purposes.
7. Review cost analysis studies on the use of disposable versus reusable products.
8. Review proposed additions of new inventory items and inventory deletions.
9. Assign task forces to address product and service lines as appropriate.

III. PROCEDURES:

1. All new products, which have Medical Center or multi-departmental usage implications, must be introduced to the Purchasing Department for presentation to the Product Utilization Committee.. Any employee, house staff physician or attending staff member may introduce these items to the committee Chairman.
2. Once a product has been approved for evaluation, the Product Utilization Committee will select the area for a pilot study, length of trial evaluation and quality of product samples needed.
3. At the conclusion of the trial period the participating individuals will be required to submit a written evaluation report based on written criteria established prior to start of the study.
4. The responsibility of handling pilot studies will normally be assigned to an appropriate individual selected by the Committee. This person will, in turn, present their report to the full Product Utilization Committee when completed.

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5. The findings and recommendations of the Product Utilization Committee will be reported to the original requestor by the assigned committee member.

IV. CONTROLS:

1. The Product Utilization Committee activities will be reviewed annually by the Executive Vice President, Finance and Director of Materials Management for presentation to the senior administrative staff.

Pamela S. Brier
President

ATTACHMENT: Product Request Form

REFERENCE:

INDEX: Product Utilization

ORIGINAL DEPARTMENT: Purchasing

PB /RN/ss