MEDICAL DEVICES MANAGEMENT GROUP WORK PLAN 2023-24				
Requirement/Objective	**Deliverable/milestone**	**Lead**	**Target date**	**Progress/issues**
1. Document and map out expectations in terms of: • Current legal requirements; • Alignment with best practice and in particular guidance from the MHRA. • Future legal requirements (as they develop).	Guidance/paper on current legal requirements and best practice developed.	Martin Jones/Laura Beddoe	December 2023	No action taken so far
	Guidance/paper on future legal requirements developed.	Martin Jones/Laura Beddoe	Subject to new legislation being introduced	No action taken so far
2. Identify and document the current policies and procedures within Public Health Wales relating to medical devices.	Documented list of policies and procedures in place. This list will be retained within the Medical Devices repository (to be identified during transition to OMD).	Laura Beddoe With input from divisional leads (all members of the Medical Devices Management Group to identify policies and procedures in their area).	December 2023	Organisational wide policies and procedures identified: • Medical Devices and Equipment Management policy and procedure • Decontamination Policy and procedure • Infection prevention and control policy Members of Medical Devices Management Group to still to identify policies and procedures in their area.

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3. Review the organisational wide Medical Devices and Equipment Management policy and procedure to ensure it complies with guidance from the MHRA and current legislation	An updated Medical Devices and Equipment Management policy and procedure in place (containing guidance notes where relevant)	Laura Beddoe		Agreed to combine guidance into the procedure.
4. Medical Device Safety Officers (MDSO) should be appointed. Part of the MDSO role is to report adverse incidents to the MHRA and other official agencies.	Medical Device Safety Officers (MDSO) identified and in place	National Director, Health Protection and Screening Services Executive Medical Director	September 2023	Funding has been secured for a Clinical Governance Manager, which will include the MDSO role. The post will be recruited to within this financial year.
5. Map out services where medical devices are deployed or developed; each to have an MDSO formally designated/appointed	MDSO designated for all services where medical devices are deployed	TBC (MDSO)		**PARTIALLY COMPLETE:** Services have medical devices mapped out. Formal MDSO still to be identified.

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6. The MHRA recommends that a training policy should be developed by the medical devices management group. The need for a specific training policy should be considered by the medical devices management group.	Training needs assessment to be undertaken to inform the development of a training policy for medical devices.	TBC (MDSO)	March 2024	There is no specific overarching training policy for the use of medical devices. The Medical Devices and Equipment Management policy/procedure reference training.
7. The Medical Devices Management group should undertake an audit on a regular basis to review the policies and systems in place for the management and use of medical devices, against the checklists set out in the MHRA Guidance. An audit report be submitted to the (board?). The audit should also check the storage procedures of records and assess	Each team/division to commit to undertaking an audit on use of medical devices	Divisional Leads/MDMG Representatives	December 2023	Undertake an audit on the use of medical devices on a regular basis

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current security measures that protect the integrity of the records. Record retrieval methods should also be audited. Key indicators capable of showing improvements in medical devices management and/or providing early warning of risk should be used. The effectiveness and usefulness of these indicators should be reviewed regularly.				