

**Minutes of the
New Equipment Forums
Pocock Street
27th April 2006**

Present

David Selwood Corporate Logistics Manager (acting), John Winnister H/S SW, Arthur Carasco H/S EC, John Vass H/S SE, Karen Walling H/S W, Ian Lee H/S NE, Pat Osliff H/S NW.

Apologies

Ian Scott H/S C

1. Terms of Reference

DS presented the group with a draft terms of reference for comment.

JW expressed concerns that we would be looking at reducing quality over price. DS reassured him the purpose of this group was to make sure that staff would be happy using the equipment.

IL requested that a reason as to why this particular group had been set up should be included in the terms of reference. DS will come up with appropriate wording to be entered into the terms of reference for all to agree at the next meeting.

It was agreed that when either introducing a new product or replacing an existing product training must take into account staff familiarisation.

There are two main purposes of this group:

- Fast track new/replacement consumable into the service without the need of lengthy trials in accordance with the terms of reference.
- Make sure that all USERS are informed of consumable changes.

1.1. Membership of the Group

The group agreed memberships to be:

7 Health & Safety Reps
Corporate Logistics Manager (Chair)
Safety & Risk
Purchasing
Training as and when required

1.2. Frequency

The group will meet prior to each VEWG and at any other interval deemed necessary.

2. Equipment

IL asked if there had been any more movement on introducing the O2 masks with indicators that aid the counting of respiratory rates. DS to pursue with purchasing department.

The consensus of the group that that style of mask was better.

2.1. Disposables

DS presented the group with the box of disposable items that was going to be distributed to all complex training officers for staff familiarisation.

2.2. Safety Canulas

The issue of how the safety canulas would be rolled out was raised.

The group decided that as soon as staff had been familiarised with the new safety canulas that stations would order them for immediate use.

DS will arrange with Make Ready to recall the old style.

2.3. Bag & Mask

DS asked the group how many and where the disposable bag and masks should be kept on the ambulances.

The following was agreed:

4 x Bag and mask on each ambulance

1 B&M to be kept in the oxygen Bag and 3 to be stored on the ambulance.

Mercedes – Make Ready to Investigate and suggest suitable place

LDV – Suggested area in the rear cupboard near the heater under the passenger seat.

2.4. Mattress Protector

DS presented the group with a sample mattress protector. DS has submitted the same type to Safety & Risk for evaluation.

The subject of medi wrap mattress covers was raised again.

Possibility of subsidising the cost by reducing the number of canvasses that are lost.

DS to investigate.

2.5. Magills forceps (disposable)

2 sample magills forceps were shown to the group.

The group opted for the Robinson Care Magills forceps.

2.6. Ambulance Dressing

IL present a new sample to the group that they unanimously voted for.

DS to speak with purchasing and make them available to stations ASAP.

Stations to use up existing supplies before moving over to the new style.

2.7. User Product Information

The group identified a need to try to improve communications with users of the consumables.

Info to be put into the RIB with regards to consumables but it was felt something more specific should be used.

DS to speak with press office to see if they would produce a User Product

Information bulletin to increase user awareness of new products.

2.8. Debris Gloves

Group approved wrist length rubber gloves as debris gloves.

DS to obtain sample pair and pass to IL before asking Make Ready to put on all vehicles.

2.9. Latex Free Gloves

DS to investigate different styles of latex free gloves.

Existing style not suitable.

Date of Next meeting

TBC