

Department of Medical Engineering

Company Representative Information Pack

Introduction

The following pages contain information we think you will find useful, such as contact names and telephone numbers. Please take some time to read through the pack as we feel it will be beneficial to you.

Here in Medical Engineering our philosophy is a simple *quid pro quo* – “you scratch my back and I’ll scratch yours”. We have an open house for company representatives to call in and see whoever is in the workshop. However, if you need to see one of us in particular, or about a specific requirement, we will be happy to arrange a meeting time convenient to all.

Who are we?

Stuart Bailey, EBME Manager

Email: stuart.bailey@hhtr.nhs.uk

Mobile: 07808 808232

Lee Stockton, Medical Engineer

Email: lee.stockton@hhtr.nhs.uk

David Ibbitson, Medical Engineer

Email: david.ibbitson@hhtr.nhs.uk

Sophie Phillips, Clerical Officer

Email: sophie.phillips@hhtr.nhs.uk

Adam Llewellyn, Apprentice

Email: adam.llewellyn@hhtr.nhs.uk

Direct lines

Tel: 01432 364440 fax: 01432 364003

Further information

www.herefordshire.nhs

Hours of work

8am – 4pm Monday – Thursday

8am – 3.30pm Friday

Closed for lunch 12.30pm – 1pm daily

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Department of Medical Engineering

Where are we?

Eign Brook Complex
County Hospital
Union Walk
Hereford HR1 2ER

Directions

See Appendix A for site map.
See Appendix B for ward layout.
See Appendix C for directions and car parking.

Booking in

You will be required to sign in to the visitors' book when you arrive in the department. If you need to go on to the ward, temporary id badges are available from the Clerical Officer.

Equipment for loan, trial or clinical evaluation

Our expectation is that all medical equipment is booked in for on-loan testing with us on the phone at least 48 hours in advance of the date it is required in the clinical area. You will be required to complete Section 1 of our on-loan equipment form (see Appendix D for example). Section 2 will be completed by EBME. We also require a decontamination certificate to be completed or supplied by you (see Appendix E for example) to allow the equipment to be released as safe to use.

If you have any questions, please ask in advance and we will do our best to assist you.

If your equipment requires specific cleaning solutions to be used, we suggest that you bring these with you, as our workshop has limited decontamination facilities, eg Actimax wipes, hard surface spray, GP disinfectant, and soap and water, which you are welcome to use. Items requiring autoclaving can be booked in to our SSD department (run by our PFI partners, Sodexo Healthcare) by ringing (01432) 364006. Again, they will need 48 hours' notice if possible.

A feedback/comments sheet is also enclosed.

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