



Medical Equipment Replacement Committee - Terms of Reference

1. Preamble

The Medical Equipment Replacement Committee provides executive management and decision-making on matters relating to the WA Country Health Service (WACHS) Medical Equipment Replacement Program.

2. Name

The group is to be known as the WA Country Health Service Medical Equipment Replacement Committee (MERC).

3. Purpose

The purpose of the committee is to manage the WA Country Health Service Medical Equipment Replacement Program (MERP) in accordance with the Department of Health Medical Equipment Working Party (MEWP) guidelines.

4. Accountability

The committee is accountable to the Procurement and Contract Management Executive Subcommittee.

5. Conduct of The Committee

Members of MERC are to conduct themselves at all times in good faith, without conflicts of interest or bias that does not breach relevant policy or legislation. The principles of best practise, sound planning, governance, equity, merit and probity are to form the basis for all decisions made by the MERC.

As both individuals and collectively, the members are expected to conduct themselves in accordance with the WA Health Code of Conduct and the principles of the WA Public Sector Code of Ethics. Decisions are to be made in line with the principles of risk management, best practice, value and safety.

6. Function and Responsibilities

As a subcommittee of the WACHS Executive, the MERC:

- provides direction and guidance to regions on medical equipment replacement planning strategies and objectives
- maintains WACHS wide five year medical equipment replacement plan including forecasting of funding requirements and risks based on data provided by each region that aligns to approved service delivery models

- develops allocation and projects for available Medical Equipment Replacement Programme (MERP) funds for WACHS Executive to endorse
- identifies opportunities to aggregate procurement and standardise to maximise value for money.
- receives regular reports and has oversight of the performance and condition of medical equipment
- monitors progress/ performance of the MERP projects against the set time and cost parameters and identifies any financial risks
- reviews clinical incident monitoring system (CIMS) data reports from Safety and Quality relating to medical equipment failure provides a decision making forum with the authority to respond to requests for contingency findings received from regional executive via briefing note
- prioritises and endorses WACHS contingency requests to the Medical Equipment Working Party
- involves expert advisers as necessary.

7. Membership

The membership of the Medical Equipment Replacement Committee is:

- Executive Director of Nursing and Midwifery Services (Chair)
- Executive Director of Medical Services
- Director Financial Services
- Manager Biomedical Engineering
- Area Chief Medical Imaging Technologist
- Clinical Procurement Manager (Secretariat)

8. Appointment

Membership is appointed by the virtue of the position or contract they hold within the WA Country Health Service.

9. Chairperson

The Chairperson is the Executive Director of Nursing and Midwifery Services, or in their absence, a nominee from the Medical Equipment Committee.

10. Proxies

Proxy attendance at the MERC meetings is permitted, however the secretariat is to be informed. (NB: Proxy is not required when an officer is officially acting in the position held by MERC member).

11. Conflict of Interest

A member of the committee who has duties or interests in conflict with their duties or interests on the committee, whether direct, indirect, financial, material or otherwise, must declare a possible conflict of interest to the Chairperson as per the [WA Health Managing Conflict of Interest Policy and Guidelines](#).

The member is then to withdraw from the committee for the duration of the deliberation in question, prior to any discussions or decisions on the matter being taken unless the subcommittee determines the conflict is trivial or unlikely.

Where the Chairperson has excused a person from the committee for that matter, the committee may co-opt an alternative person to sit on the committee for the purpose and duration of the period during which such matter is under consideration.

12. Confidentiality

The proceedings of the MERC are confidential to members and are not to be disclosed except to the extent required of members to enable them to comply with any decisions and directions.

Minutes are to be made available to the WACHS Executive, the Regional Nurse Directors, and the Senior Accountant Operations as required.

13. Frequency of Meetings

The committee is to meet monthly at a time convenient to all members.

14. Notice of Meetings

An agenda and associated papers is to be circulated to members no less than three working days prior to the scheduled meeting.

Out of session items may be considered where an item is urgent. All members are required to respond to out of session items within the given timeframe.

15. Quorum

A quorum is the Chairperson (or nominee) and fifty percent (50%). In the absence of a quorum, a meeting may be held at the discretion of the Chair but its decisions would be subject to ratification by the succeeding full meeting of the committee.

Apologies are to be made via the secretariat, prior to the meeting.

16. Decisions

Decisions of the committee are to be made by the majority of those present at a particular meeting. The Chairperson has the casting vote.

17. Secretary

The Clinical Procurement Manager is to provide secretariat support to the committee and is responsible for preparation, preparation, distribution of all committee activities including agendas, action sheets, minutes and associated papers.

Records are to be kept in accordance with the WACHS requirements.

18. Adoption, Review and Amendment of Terms of Reference

The Terms of Reference are to be endorsed by the WACHS Chief Executive (CE).

The Terms of Reference are to be reviewed every four years and may be altered or amended by recommendation based on a majority vote of the committee members to the CE.

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