# Procurement of Infection Control and Decontamination Items Policy

## [As part of effective infection control and decontamination management, a procurement policy documents the practice’s approach to ensuring new items and equipment are of suitable quality and fit for purpose. This procurement policy could be incorporated within the practice’s general procurement policy, or within the infection control policy.]

The responsibility for authorising the procurement of new equipment lies with [e.g. the partners] who will decide in consultation with the appropriate staff member(s).

## Re-usable Items

When assessing the procurement of re-usable items:

* design and manufacturer options are considered;
* price comparisons are made;
* the practice’s specific requirements are quantified and documented prior to purchase;
* the suitability of equipment for decontamination within the practice’s current regime and national guidance is assessed through communication with supplier/manufacturers’ representatives or other bodies who can provide this information;
* specialists are consulted where necessary, e.g. Antimicrobial Resistance & Healthcare Associated Infection (ARHAI) Scotland for infection control, Health Facilities Scotland (HFS) for decontamination);
* authorisation for procurement is given by [e.g. the partners].

## Decontamination Equipment

Prior to purchase, guidance is sought from experts in decontamination as to which equipment fulfils the criteria of the latest recommendations for infection control

procedures. Reference may be made to the NHS NSS Get help planning or upgrading facilities for local decontamination unit equipment (https://www.nss.nhs.scot/health-facilities/decontamination-services/get-help-planning-or-upgrading-facilities/). The requirements for installation, testing and maintenance to fulfil technical requirements are clarified before purchase. The Health Facilities Scotland Authorising Engineer (Decontamination) service may be accessed (https://www.nss.nhs.scot/health-facilities/decontamination-services/authorising-engineer-decontamination/ ). Authorisation for procurement is given by [e.g. the partners].

## Single-Use Items

Special attention is given to items which are specified as single use. The use of single use disposable items is always considered as an alternative to re-usable items.

Single-use items should:

* be suitable for purpose;
* be shown to be a suitable alternative to re-usable;
* not compromise the quality of care;
* be cost effective.

Staff are made aware of the single-use symbol and its implications. They are trained to check for this symbol on any newly items purchased and alert other staff members to this. Items that carry the single-use symbol will be discarded appropriately (see Waste Management policy) after being used for a single treatment episode on an individual patient. Authorisation for the procurement of single use items will be given by [e.g. the partners].

## Sundry Items

Procurement of sundry items is based of the best and most cost effective sustainably sourced materials available. The products purchased are reviewed [e.g. annually] as part of the practice [e.g. accounting system]. The [e.g. head nurse], following communication with [e.g. practice principal] is responsible for [ordering/authorising] day-to-day requirements.

**Version history**

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| **Date** | **Version No.** | **Summary of change(s)** | **Updated by** | **Next review date** |
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The following staff have read and understood this policy [include all team members].

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| **Dental Team Member**  | **Position** | **Signature** | **Date** |
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