

## INSTRUCTIONS ON COMPLETING THE MANDATORY MEDICAL DEVICE PROBLEM REPORTING FORM

### A. REPORTER INFORMATION

This section contains information about the reporter, who is submitting the report to Canada Vigilance – Medical Devices Problem Reporting Program (CV-MD) to fulfil their obligations under sections 59, 60, 61 and 61.1 of the *Medical Devices Regulations*. It also includes details about the manufacturer and importer of the medical device that are responsible to submit the report to CV-MD.

**A1. Reporter Type:**

- i. Indicate if the reporter submitting this report to CV-MD is the manufacturer or the importer.
- ii. Indicates if the importer submitting this report to CV-MD has also submitted reported this problem to the manufacturer of the device.
- iii. Indicates if the importer is submitting on behalf of the manufacturer.

**A2. Reporter Contact Information:** Includes the name of the individual,

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**A7. Name and Address:** Indicates the name and address of the manufacturer and importer of the medical device.

**A8. Health Canada assigned company identification number (if known):**  
The company identification number can be found either on the medical device licence or on the medical device establishment licence, as appropriate.

**A9. Establishment Licence Number (if applicable):** Indicates the establishment licence (MDEL) number of the manufacturer and importer of the medical device in Canada.

### B. INCIDENT INFORMATION

This section contains information about the incident that occurred with the medical device requiring a mandatory problem report to be submitted to CV-MD. It includes details about the incident and the patient consequences that occurred/could have occurred. In the context of mandatory problem reporting, information on the incident refers to the circumstances requiring reporting under section 59 of the *Medical Devices Regulations*.

**B1. Classification of Incident:** Indicates

- i. if the report is a 10 day or 30 day report, based on the seriousness of the incident associated with the medical device
- ii. whether the incident occurred inside or outside Canada
- iii. whether the incident occurred during investigational testing, or was caused by a medical device available only through the special access program or is a radiation emitting device (RED).

**B2. Date of Incident:** Indicates the date at which the incident with the medical device occurred.

**B3. Reporter's Awareness Date:** Indicates the date at which the manufacturer/importer of the medical device became aware of the potential problem associated with the device.

**B4. Patient Consequences:** Includes information on the patient who was

### C. MEDICAL DEVICE INFORMATION

This section contains details about the medical device involved in the incident, including its brand name and licence number.

**C1. Trade/Brand Name:** Indicates the trade/brand name of the device and reported on the label.

**C2. Control/Lot/Serial #:** Indicates the control number, lot number and/or serial number for the device.

**C3. Expiration Date:** Indicates the expiration date issued to the medical device (if applicable).

**C4. i. Device Classification:** Indicates the class of the device (I-IV).

**ii. Device Licence Number:** Indicates the medical device licence number issued by the Medical Devices Bureau on behalf of the Minister for Class II, III and IV medical devices sold in Canada.

**iii. Device Identification No:** Indicates the device identification number assigned by Health Canada in the license issued for the device.

**iv. Manufacturer's Medical Device Identifier:** Indicates the unique series of letters or numbers or any combination of these or a bar code that is assigned to a medical device by the manufacturer and that identifies it and distinguishes it from similar devices. Examples of an identifier for a device are a catalogue, model or part number.

**C5. Software Version:** Indicates the version of the software contained within the device, if applicable for the device.

**C6. Age of Device:** Indicates the number of years since the manufacturing date of the device.

**C7. How long was the device in use?** Indicates how long the device was used.

**C8. Was the device labelled as sterile?** Indicates if the device sold was manufactured and packaged in sterile conditions.

**C9. Availability of Device:** Indicates if the device has been destroyed, or is available for the company/Health Canada for further evaluation to determine the root cause of the failure associated with the device.

### D. COMPLAINANT INFORMATION

This section contains information about the complainant that contacted the reporter to inform them about the incident.

**D1. Complainant is a:** Indicates if the complainant reporting to the manufacturer/importer was a consumer, a health professional etc.

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3585c70e4386ce7d9bd74b7e48e9cfa1



# Mandatory Medical Device Problem Reporting Form for Industry

## CANADA VIGILANCE - MEDICAL DEVICE PROBLEM REPORTING PROGRAM

If more space is required, please attach additional sheets  
Fields required to be completed for updates/final reports are indicated by an \*

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### A. REPORTER INFORMATION

#### 1. i. Reporter Type

☐ Manufacturer ☒ Importer

*In the case where the reporter is the importer:*

#### ii. Did the importer report the incident to the manufacturer?

☒ Yes ☐ No

#### iii. Is the importer also submitting the report on behalf of the manufacturer?

☒ Yes ☐ No

#### 2. Reporter Contact Information \*

a6dea9cf2019c46cfbbd9f3f1afb775f

#### 3. Reporter File No. \*

CCF 6927

#### 4. Health Canada File No. (if applicable) \*

#### 5. Type of Report \*

☐ Preliminary ☐ Update ☒ Final ☐ Preliminary & Final

If "preliminary" only, anticipated date for the final report:

(YYYY-MM-DD)

If "update/final", date the previous report was submitted to Health

Canada:

2019-09-09

(YYYY-MM-DD)

#### 6. Date Submitted \*

2020-10-09

(YYYY-MM-DD)

	Manufacturer	Importer
7. Name and Address	Handicare USA 10888 Metro Court Maryland Heights Missouri 63043 USA	Handicare Canada Ltd. 81 Romina Dr. Concord, ON L4K 4Z9
8. Health Canada assigned company identification number (if known):		
9. Establishment License Number (if applicable):		15

### B. INCIDENT INFORMATION

#### 1. Classification of Incident \*

- i. ☐ 10-Day ☒ 30-Day
- ii. ☒ Canadian ☐ Foreign
- iii. ☐ Investigational testing ☐ Special Access Program  
☐ Radiation emitting device (if applicable)

#### 2. Date of Incident

2019-09-04 (YYYY-MM-DD)

#### 3. Reporter's Awareness Date

2019-09-04 (YYYY-MM-DD)

#### 4. Patient Consequences

6b57f2b49915f7e1a186c8d58ef91cc6

#### 5. Details of Incident

fe97f422c0f92278214527f41b3e036c

**C. MEDICAL DEVICE INFORMATION****1. Trade/Brand Name \***

C-Series Ceiling Lift

**2. Control/Lot/Serial No.**

C6M01718

**3. Expiration Date**

(YYYY-MM-DD)

**4. i. Device Classification**☒ I ☐ II ☐ III ☐ IV**ii. Device License No.****iii. Device Identification No****iv. Manufacturer's Medical Device Identifier  
(catalogue/model no.)****5. Software Version****6. Age of Device****7. How long was the device in use?****8. Was the device labelled as sterile?**☐ Yes ☒ No**9. Availability of device for evaluation**☐ Destroyed ☐ Returned to Manufacturer/Importer  
☒ Neither (with explanation)

Unit repaired in field.

**D. COMPLAINANT INFORMATION****1. Complainant is a:**☐ Consumer ☐ Health professional ☒ Other**2. Name of Complainant**

c4b9b2653e4ac9163f2f2e550c058a4d

**3. Name of Health Care Facility (if applicable)**

e95760cf47f8072e2865ba974a303baf

**4. Address**

cf27f75d09352209387ea435197feff1

**5. Telephone No. and/or E-mail Address**

8fec5038cc756b7d68e7363bd2cc63d7

**Privacy Notice Statement:** For the purposes of the Canada Vigilance -Medical Device Problem Reporting Program, information related to the identity of the complainant and/or reporter will be protected as personal information under the *Privacy Act*, and under the *Access to Information Act* in the case of an access to information request. For details with regard to personal information collected under this program, visit the Personal Information Bank; Health Canada; Health Products and Food Branch; Branch Incident Reporting System; HC PPU 088 at: <https://www.canada.ca/en/health-canada/corporate/about-health-canada/activities-responsibilities/access-information-privacy/info-source-federal-government-employee-information.html#a25>

**E. INVESTIGATION INFORMATION****1. Investigative Actions and Timeline**

7c8a7762423cb0401da2a9e13719841f

8c1e515bd6d6712e93063539bf2575de

**3. Corrective Actions taken as a result of the investigation**

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