

Medical Devices Opt Out Application Form

This form is to assist Managers to inform us of changes to training needs with their staff.

This opt out form may be filled in to list staff that require opt out of any specific medical devices.

Please state whether the opt is due to non use in department, this way we can apply opt out to all staff in dept. or specifically due to staff grade, or other.

Examples: **(1)** there was a member of trained staff working on a ward, but had no direct contact with patient care as they are a discharge co-ordinator, they could reasonably 'opt out' of all IV pump training, whilst still requiring Beds and mattresses as they assist with movement of beds. **(2)** Nursing staff, all require beds and mattresses whilst Receptionists/Secretaries/Ward clerks do not. **(3)** Or trained nursing staff on an area where you never nurse patients in beds would not require beds and mattress training.

Your request will then be reviewed by the medical devices team. Conversely, please also advise if a member of staff is required to opt back into training.

Please complete form, and date and sign the declaration below.

Please email form to: carol.frape@gwh.nhs.uk and MichelleL.bennett@gwh.nhs.uk

Medical Devices	Opt out – staff Names	Reasons
Alaris Asena Pump GH/CC		
Volumat MC		
Beds/Mattresses		
Nutricia Feed Pump		
PCA Omnifuse Pump		
Bodyguard Epidural Pump		

Flowtron Pump		
Blood Glucose Meter		
Blood Gas Analyser		
Blood Ketone Meter		
Serres Suction (wall mounted)		

I, _____ (Full Name) have reviewed the compliance chasing you have sent me, and request for the listed names to be opted out of training listed. Should their job role change I will review the medical device training requirements and access the training required.

Any members of staff identified on Compliance chasing list which are not listed have been informed of requirement to update their training, and will do this accordingly

Date _____ Job Title _____

Print name _____ Ext Number _____

Dept _____ Site/Area _____

Academy use only

Assessed by.....Date.....

.....Date.....

.....Date.....

Further information sought from manager by.....Date.....

Approved by.....Date.....

Declined by.....Date.....

Manager informed by.....Date.....