

New Technology Assessment and Deployment Planning Process Checklist

	RESPONSIBLE	ACTIVITY	COMPLETE
Solicit field input	PEO	Engage with front-line equipment end-users to gauge opportunities for technological improvements	
	NCPOs, CAB	Coordinate with PEO to periodically solicit field input regarding emerging medical equipment technology and capabilities	
	NCPOs, CAB	Identify key clinical opinion leaders to solicit input from front-line clinicians	
	VISN Clinical Service Chiefs	Consolidate and prioritize input from facility clinical leaders within VISN regarding emerging medical equipment technologies and capabilities	
	VAMC Clinical Service Chiefs	Provide input to NCPOs and PEO regarding emerging medical equipment technologies and capabilities	
	VISN Clinical Service Chiefs	Provide consolidated input to NCPOs and PEO regarding emerging medical equipment technologies and capabilities that are of interest to clinical community within VISN	
	PEO	Consolidate feedback from end-users	

	RESPONSIBLE	ACTIVITY	COMPLETE
Conduct periodic reviews	PEO	Conduct proactive market research to determine opportunities for technological/capability advancement across VHA's equipment fleet	
	NCPOs, CAB	Conduct periodic market research into opportunities determined by PEO	
Obtain clinical approvals	PEO	Coordinate periodic reviews/meetings with NCPOs to vet potential new technology identified via field input or periodic reviews	
	NCPOs, CAB	Vet new equipment technology and capabilities	
	NCPOs, CAB	Decide which new equipment technology and capabilities should be pursued by the enterprise	
Vet through support service community	PEO	Coordinate feedback process through which support service stakeholders vet new technology and capabilities when clinical approval is granted	
	VISN Biomedical Engineers	Support feedback process through which support services stakeholders vet potential new enterprise technologies and capabilities	
	PEO	Coordinate planning meetings to synchronize procurement, investments in supporting infrastructure, and installation timelines for new technology or capabilities	

	RESPONSIBLE	ACTIVITY	COMPLETE
Vet through support service community	PEO	Synthesize outcomes of planning meetings into multi-year strategic plans	
	VISN Finance, VAMC Finance	Support creation/execution of multi-year strategic and financial plans for VISN investment in new equipment technology and capabilities	
	VISN Executive Leadership Team	Approve multi-year strategic and financial plans prepared by VISN Equipment Committee for investment in/deployment of new equipment technology and capabilities	
	VISN Equipment Committee	Coordinate VISN-level execution of multi-year strategic and financial plans	
	VAMC Equipment Committee	Coordinate facility-level execution of multi-year strategic and financial plans	
	VISN Biomedical Engineers, VISN Logistics, VAMC Biomedical Engineers, VAMC Logistics, VAMC Engineering & FMS	Participate in VISN-level planning meetings to synchronize procurement & investments in supporting infrastructure, installation, and maintenance timelines for new technologies and capabilities	
	VAMC Director/Executive Leadership	Oversee facility-level execution of multi-year strategic and financial plans for investment in new equipment technology and capabilities	

	RESPONSIBLE	ACTIVITY	COMPLETE
Deploy new technology	PEO	Provide enterprise support as new technology capabilities roll out to VHA facilities	