

## Supply and Demand Balancing Process Summary

	RESPONSIBLE	ACTIVITY	COMPLETE
Define strategy	PEO	Manages SEPG tool, which includes maintaining forecast of equipment needs based on forecasted demand and equipment age/life expectancy	
	PEO	Continuously assess/refine accuracy of SEPG forecast	
Generate demand forecast	PEO	Provide facilities with SEPG that is pre-populated with equipment forecast for subsequent fiscal year and the outyears	
	VISN Logistics	Ensure that 100% of facilities across the VISN are utilizing Equipment Committee to prepare and vet equipment forecasts via SEPG	
	VAMC Clinical Service Chiefs	Validate pre-filled SEPG plan items provided by PEO	
	VAMC Clinical Service Chiefs	Consult with clinicians to assess equipment needs	
	VAMC Clinical Service Chiefs	Vet and prioritize clinician requests to ensure they align with departmental needs	
	VAMC Clinical Service Chiefs	Input additional equipment plan items into SEPG tool	

	RESPONSIBLE	ACTIVITY	COMPLETE
Generate demand forecast	VAMC Biomedical Engineers	Provide necessary BME community approvals to planned equipment acquisitions	
	VAMC Clinical Service Chiefs	Send SEPG requests to VAMC Equipment Committee for approval	
	VAMC Equipment Program Manager	Coordinate VAMC Equipment Committee meeting scheduling, and meetings as needed for smaller committee subsets to tackle specific issues that arise	
	VAMC Equipment Committee	Compile proposed SEPG plan items, consolidating input from clinical services	
	VAMC Equipment Committee	Review and prioritize plan items based on clinical need and budget constraints	
	VAMC Equipment Committee	Vet equipment funding plans to ensure adequate allowances made for acquisition, installation and ongoing life cycle costs	
	VAMC Equipment Committee	Ensure alignment of turnkey project timelines and NRM funding	
	VAMC Clinical Service Chiefs, VAMC Biomedical Engineers, VAMC Logistics, VAMC Engineering & FMS	Participate in VAMC Equipment Committee SEPG reviews	

	RESPONSIBLE	ACTIVITY	COMPLETE
Generate demand forecast	VAMC Equipment Committee	Provide sign-off on final SEPG and send to VAMC Facility Director for approval	
	VAMC Director/Executive Leadership	Provides final sign-off on facility's SEPG and sends to VISN	
	VISN Equipment Committee	Review aggregated VISN SEPG for plan items >\$100K in value	
	VISN Logistics	Participate in VISN Equipment Committee meetings where SEPGs are vetted	
	VISN Clinical Service Chiefs, VISN Biomedical Engineers	Participate in VISN Equipment Committee reviews of aggregated VISN SEPG	
	VISN Biomedical Engineers	Provide necessary BME community approvals to planned equipment acquisitions	
	VISN Clinical Service Chiefs	Consult with facility Clinical Service Chiefs and clinicians to maintain visibility into VISN equipment needs	
	VISN Equipment Committee	Provide sign-off on final VISN SEPG and send to VISN Executive Leadership Team for approval	
	VISN Executive Leadership Team	Provides final approval of SEPGs before sending to PEO	

	RESPONSIBLE	ACTIVITY	COMPLETE
Generate demand forecast	PEO	Verify that all relevant approvals have been obtained after facilities and VISNs complete and finalize SEPGs	
Build long-term outlook	VAMC Clinical Service Chiefs	Include potential plan items for outyears to support long-term forecasting efforts	
	PEO	Consolidate long-term SEPG data into 5-year strategic acquisition plan	
	VAMC Clinical Service Chiefs	Monitor equipment impact on patient outcomes	