

PUP105

Purchasing Working Group Terms of Reference (PWG)

1. PURPOSE

To ensure that all goods, services, IT equipment, software, medical supplies and equipment in use within National Ambulance (NA) have been subject to a robust system of evaluation and approval before being procured or introduced. This group aims to ensure that the selection of the purchased items are in accordance to the purchase selection criteria while ensuring patient, staff and public safety.

2. SCOPE

To lead the processes of introduction, substitution and/or removal of goods, services, IT equipment, medical equipment, consumables, software and pharmaceuticals in National Ambulance inventory.

3. DEFINITIONS/ ABBREVIATIONS

PWG- Purchasing Working Group

PTC- Procurement and Tendering Committee

CAMO- Chief Administrative and Medical Officer

SMO- Senior Medical Officer

FILLING-OUT THE PWG REQUEST TEMPLATE:

Sr. No.- a sequential number for all requests.

Requesting/Receiving Department- Using the department codes, the owner is the name of the department (not person) who has scope of the requested items and the requestor is the department where the request originated

Requesting Item- The exact name and brand of the item being requested.

Supplier- The full and accurate name of the supplier (as per their commercial license).

Value- The exact total value of the request (to two decimal places). Ensure that the correct numeric format is used (#,###.00). Do not include any text in this cell (such as currency).

Currency- the currency of the request value. Ensure the correct currency code is used (i.e. UAE dirhams - AED, USA dollars - USD, Great Britain Pounds Sterling - GBP).

Discussion- Explanation on why this request is required for the company, and why the committee should approve it.

Quote 1- The exact total value of the request (to two decimal places). Ensure that the correct numeric format is used (#,###.00).

Supplier 1- The full and accurate name of the supplier (as per their commercial license). If currency is different to the selected quote - please note this here after the supplier name.

Quote 2- The exact total value of the request (to two decimal places). Ensure that the correct numeric format is used (#,###.00).

Supplier 2- The full and accurate name of the supplier (as per their commercial license). If currency is different to the selected quote - please note this here after the supplier name.

Quote 3- The exact total value of the request (to two decimal places). Ensure that the correct numeric format is used (#,###.00).

Supplier 3- The full and accurate name of the supplier (as per their commercial license). If currency is different to the selected quote - please note this here.

Request Type- Purchase or Payment (do not include the word "Request").

Supporting Documents- Please include a URL link to supporting documents if the total amount of the request is AED10,000 or higher. N:\Temporary Share\Purchase and Tendering Committee Supporting Documents for Requests

DEPARTMENT CODES:

IT- Information Technology

SC- Supply Chain

CG- Clinical Governance

CE- Clinical Education

HR- Human Resource

MM- Media and Marketing

FL- Fleet

QH- QHSE

FI- Finance

OP- Operations

PH- Pharmacy

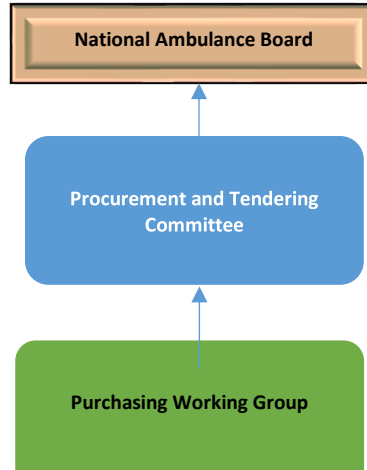
EX- Executive Office

4. OBJECTIVES

- Ensure that the Purchasing Working Group processes are in compliance to internal policies and procedures.
- Establish purchasing processes for evaluating all purchases before approval and escalation to the Procurement and Tendering Committee. Taking into consideration the following
 - Quality of the product

- Patient safety consideration
 - Recognised international and/or local certification and standards
 - Post sale, warranty and Calibration requirements
 - Lead time (from PO to delivery)
 - Item Evaluation
 - Cost
- Assessment against current contract based clinical models of care, and review upon renewal of each contract.
 - Ensure that the impact of a new, substitute or removal of goods, services, IT equipment, medical equipment, consumables, software and pharmaceuticals are assessed before being approved for use, purchase or removal.
 - Medical equipment and supplies subjected to incidents, operational feedback and defective issues to be reviewed by the working group with urgent adhoc meetings convened in urgent situations.
 - Standardise medical equipment and supplies best suited to meet the clinical, safety and financial needs of NA.
 - To be the final arbiter as to suitability, sustainability and standardisation of goods, services, IT equipment, medical equipment, consumables, software and pharmaceuticals to ensure the organization can maximize their useful life. Comply and consider ISO, JCI, Health Regulatory bodies requirements
 - Ensure infection control standards are upheld and maintained.
 - Ensure a risk assessment is done and where risk management / usage controls are required, this is documented in the appropriate QHSE Risk Assessments and to be considered part of Change Management based on the assessment outcome.

5. ACCOUNTABILITY AND GOVERNANCE



6. FUNCTIONAL MEMBERSHIP

The Chair will review the membership of the group and terms of reference, every two years or when required.

- Chair – Chief Administrative and Medical Officer
- Member – Supply Chain Manager/ Delegate
- Member – Operations Manager/ Delegate
- Member – Clinical Education Manager/ Delegate
- Member - IT Manager/ Delegate
- Member – Senior Medical Officer/Delegate
- Member - QHSE & BC Manager/ Delegate
- Member - Finance Controller/ Delegate
- Member- Fleet Specialist/ Delegate
- Member- Clinical Governance and Audit Officer/ Delegate

Support: Secretary (one)

The Chair has the authority to co-opt other members, as and when required.

7. PROCESS FOR SUBMISSIONS

Submission will be made to the Purchasing Working Group every Thursday no later than 2:00 PM.

The approved items will be submitted to the Procurement and Tendering Committee (PTC).

Any purchasing request exceeding 999,999 AED needs to be submitted to the Chairman's Office for final approval supported with the PWG and PTC minutes of meetings.

8. CONFLICTS OF INTEREST

For the duration of their membership, members will be required to declare any interests that could reasonably be anticipated to lead to a conflict of interest. Co-opted members will also be required to make this declaration.

A Conflicts of Interest register will be maintained and updated at each meeting and reported to the Executive Office, where declared. In case of conflict of interest with any of the members on specific item or supplier, then that member will not be allowed to vote on the given item or supplier.

9. QUORUM

Minimum 70% from the total mandatory members is required to declare a quorum. This requires physical attendance and, in some circumstances, virtual attendance is accepted subject to the Chairperson's approval. Both requester and owner or their delegates should always be available. Otherwise their items will be cancelled.

In the event of the Chairperson is not available to attend the meeting or where the Chair registers a Conflict of Interest then a Deputy will be appointed.

10. MEETINGS

PWG meetings will be held on a weekly basis, every Monday. PWG members are to meet no less than a minimum of four times per year with an annual audit and review or when required.

The requestor and owner of the PWG approved items are required to attend the PTC meeting.

Any PWG member who raised a valid point during the PWG discussion may be called to attend the PTC meeting for this specific point.

11. URGENT MEETINGS

If an urgent meeting is required and a quorum is unavailable, or where an emergency is declared, members of the PWG may convene a meeting through email outlining their request and call for action. Any actions must be reported at the next meeting, along with supporting documentation.

12. AGENDA

Each purchase will have a requestor and owner. In some items, there will only be owner in case if the purchase request is for the same area or routine replenishment to cover our re-stock.

The requestor should submit to the owner the requested item along with the justification of the requirement. The owner needs to submit all the requests to the PWG Secretary using the approved PWG request template with all the required details, correct department codes and complete supporting documents.

The agenda will be circulated every Sunday, one day before the meeting.

The agenda items must include at a minimum:

1. Verbal Declarations of Conflicts of Interest
2. Minutes of the previous meeting (if required for pending items)
3. PWG new requests with justification of needs from the requestor and the owner
4. Supporting documentation of the requests

13. MINUTES

If any extra documentation is required after the PWG meeting, it needs to be submitted within 24 hours after the meeting. Failure to submit the required documentation will lead to cancellation of the requested item. The secretary must circulate Minutes of Meetings within two working days to its members and the Procurement and Tendering Committee.

Minutes are to be published and kept in the company shared drive with access only to approved members. The minutes are to be provided in English.

Decisions of the committee are based on at least 70% of the mandatory members present. The owner and requestor will not be able to vote on their item due to conflict of interest. If the vote is tied the Chair has the deciding vote.

14. PROCEDURES AND FORMS

Form Number	Forms/policies relevant to this procedure
COP148	Conflicts of Interest Assessment and Declaration
COP416	Internal Audit, Compliance and Risk Management Committee Terms of Reference
PUP101	Procurement & Tendering Committee Terms of Reference

15. DOCUMENT CONFIGURATIONS CONTROL

Change Brief

Version No.	Date	Changes
1	January 2018	New Document
2	February 2021	Members positions correction, & submission process
3	December 2021	New Document (merge all working group MSEWG, ITWG, GSWG into one Purchasing Working Group <i>removal of the GSWG and ITWG</i> <i>changed the name from Medical Service Working Group to Purchasing Working Group TOR</i>

Review & Approval: Executive Office

Date:

References

WHO, 2017, [Online], http://www.who.int/medical_devices/definitions/en/