

**HACKETTSTOWN REGIONAL MEDICAL CENTER**  
**Administrative Policy and Procedure**

**SECTION: MATERIALS MANAGEMENT**

**Number: MM09**  
**Number of Pages: 1 of 2**  
**Issue Date: June 1993**  
**Reviewed/Revised: 11/07, 01/09**

**TITLE: PRODUCT CHANGE AND/OR INTRODUCTION – PROCEDURE  
FOR PRODUCT AND MEDICAL DEVICE EVALUATION**

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**PURPOSE:**

To provide guidelines for management's role in changing, introducing or evaluating the use of new supplies and equipment.

**POLICY:**

All products which will be used in the Hospital must be introduced through this process. Any staff member may bring suggestions to his/her manager for consideration. The Unit Manager or the Material Coordinator of Surgical Services will notify the Materials Manager. Materials will initiate the following process:

1. Evaluation – examination of a product or literature and cost analysis to determine its potential.
2. Trial – placing product in use during an acceptably controlled daily routine to determine acceptability by the Unit Manager or the Material Coordinator of Surgical Services.

**PROCEDURE:**

1. Complete a Product Request Form (Form #10452).
2. If the sales representative has been contacted, make note of this on the form under additional remarks.
3. If the Manager wants Materials to notify a sales representative, make note of this on the form under additional remarks.
4. Department Manager should forward the form to Materials Management. In the OR it should go to the Materials Coordinator of Surgical Services.

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5. Materials Management will notify the department upon review of request. Materials Management will also notify Nurse Practice Council if nursing is affected.
6. After the request has been reviewed, the department will be notified of approval or disapproval. If approved, department will be responsible for establishing the evaluation period.
7. All products being evaluated must have Evaluation Form (Form #10451) completed.
8. The Unit Manager or Materials Coordinator of Surgical Services will correlate the data and provide Materials Management with a summary evaluation and their decision to:
  - a) Reject the product;
  - b) Approve the product;
  - c) Any other appropriate action.