



New Clinical Products Procedure

Procedure Number

CHC-PG-0051

Version Nos:

3

1. Purpose

This Procedure outlines the process for the approval of new clinical products to be used by the West Coast District Health Board (WCDHB) Services

2. Application

This Procedure is to be followed by all staff throughout WCDHB.

3. Definitions

For the purposes of this Procedure:

New Clinical Products (new product) is taken to mean a product that is primarily used for clinical purposes that is either currently not used by WCDHB services, or is an improved or alternative version of a product that is currently used by a WCDHB service.

4. Responsibilities

For the purposes of this Procedure:

The **Chief Executive Officer** is required to:

- oversee all aspects of this Procedure.

The **New Products Committee** are required to:

- meet monthly to consider requests from staff members for approval to trial/implement new products

5. Resources Required

This Procedure requires:

- WCDHB New Products Assessment Form
- WCDHB New Product Evaluation Form

6. Process

1.00 Staff member wishing to have the New Products Committee (NPC) consider new product completes WCDHB New Product Assessment Form (including risk assessment form) and forwards form to NPC.

1.01 The NPC will meet monthly to consider new products.

1.02 If the NPC decides to approve the NPC for trial, they are to inform the staff member and request them to report back to the NPC at the completion of the trial.

1.03 If after considering a request the NPC decides not to approve the new product for trial they are to inform the staff member concerned and give reasons for the non-approval.

1.04 At completion of trial period the staff member concerned completes a WCDHB New Product Evaluation Form and forwards to the NPC.



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- 1.05 After considering the new product evaluation, and the NPC decides to approve the new product for implementation they are then to inform the WCDHB/WCDHB Stores Department and all relevant staff members.
- 1.06 After considering the new product evaluation, and the NPC decides not to approve the new product for implementation they are then to inform the staff member concerned and provide reason for the non-approval.

7. Precautions And Considerations

- ➔ The NPC will meet monthly to consider new products for approval for use throughout WCDHB.
- ➔ New products are first approved for trial, then approved for implementation.

8. References

There are no references associated with this Procedure.

9. Related Documents

There are no other documents related to this Procedure.

Revision History	Version:	3
	Developed By:	QPR Advisor
	Authorised By:	Chief Executive Officer
	Date Authorised:	November 2000
	Date Last Reviewed:	January 2007
	Date Of Next Review:	January 2009