

Chief Executive/General Manager  
Health and Social Services Boards  
Chief Executive  
Health and Social Services Trusts  
General Manager  
Central Services Agency  
Chief Executive  
Regional Medical Physics Agency  
Chief Executive  
Northern Ireland Blood Transfusion Service

Our Ref: PEL(00) 20

Date: 18 December 2000

Dear Sir/Madam

## **DISSEMINATING NIAIC WARNING NOTICES AND OTHER GUIDANCE MATERIAL SUCH AS DEVICE BULLETINS AND EVALUATION REPORTS.**

### **Summary:**

PEL(00)15 and Safety Notice SN(NI) 2000/NIAIC issued on 9 November 2000 set out changes in the documentation and procedures for reporting adverse incidents to the Northern Ireland Adverse Incident Centre (NIAIC).

It also asked HPSS organisations to nominate a Liaison Officer to co-ordinate the reporting of adverse incidents and the local dissemination of NIAIC warning notices and other guidance material such as Device Bulletins and Evaluation Reports. This letter gives a summary of the arrangements now in place and information held by NIAIC concerning contact details etc. for each organisation and asks each HPSS organisation to check this information for accuracy. In addition, it proposes new arrangements for the distribution of Hazard Notices containing safety information about High Voltage equipment (HV Hazard Notices).

### **Action**

- **HPSS organisations to check NIAIC Liaison Officer details and inform NIAIC of any necessary amendments**
- **By 5 January 2000, HSS Boards and Agencies to inform NIAIC if they wish to remain on the HV Hazard Notice distribution list.**
- **By 5 January 2000, inform NIAIC of the estimated number of published Device Bulletins that your required by your organisation.**

**Warning Notices will be distributed by NIAIC as follows:**

SN(NI) 2000/NIAIC stated:

Chief Executives/General Managers of HPSS Trusts, Boards and Agencies should appoint a Liaison Officer to co-ordinate the effective reporting of adverse incidents involving medical devices, non-medical equipment, plant and buildings. **Liaison Officers should also have the responsibility for the dissemination of NIAIC warning notices and other guidance material such as Device Bulletins and Evaluation Reports.**

PEL(00)15 stated:

To ensure that safety information is available to recipients as quickly as possible, all Hazard Notices and Advice Notices will be faxed to liaison officers in parallel with the normal hard copy distribution by first class post. Posted copies will retain the colour coding system (PINK for Hazard Notice, WHITE for Advice Notice and BLUE for Safety Notice). Liaison Officers who have provided NIAIC with an e-mail address will also receive **all warning notices** by using this channel of communication.

Hazard Notices are the most urgent type of notice that we issue and their content has to reflect this. Hazard Notices containing safety information about High Voltage equipment (HV Hazard Notices) clearly fall into this category, but there is a risk that the current distribution of HV Hazard Notice may reduce the status of Hazard Notices with Social Services organisations. NIAIC is receiving on a regular basis telephone enquiries from Nursing Homes and Residential Homes asking if HV Hazard Notices apply to them. There is a risk that Hazard Notices in general may not be managed with the required high level of importance in the mistaken assumption that they do not apply to them. In addition, HV Hazard Notices do not apply to HSS Agencies.

**NIAIC is therefore proposing that the distribution of HV Hazard Notices are restricted to those HPSS organisations that have HV switchgear. This would mean that Liaison Officers in HSS Boards and Agencies do not receive this type of notice.** The only slight problem that this gives is that the notices received by these Liaison Officers will not be in sequential order. The issue of a monthly e-mail bulletin to all Liaison Officers will enable them to check that they are receiving all notices that are relevant. If this proposal gives you any concerns and you would like to remain on the HV Hazard Notice list, please reply by 5 January 2001 to NIAIC at [NIAIC@dhsspsni.gov.uk](mailto:NIAIC@dhsspsni.gov.uk). **This proposal will become effective from 7 January 2000.**

NIAIC will copy Warning Notices to Chief Executives/General Managers by post for information to ensure that we do not compromise their ultimate responsibility for ensuring action.

**Device Bulletins will be distributed by NIAIC as follows:**

1 yellow copy to Chief Executives/General Managers for information.

1 yellow copy + 1 Black/White single-sided original to Liaison Officers to allow local reproduction as necessary.

We are currently looking at the publication of specific Device Bulletins because of their relevance to all health care professionals including GP's, Community Pharmacists etc. We will contact liaison officers to obtain the numbers that you require **for distribution within your organisation** when we are going to produce such a bulletin. NIAIC will arrange for distribution to General Medical Practitioners, General Dental Practitioners, Opticians and Community Pharmacists, therefore you do not need to include these professionals in your estimate.

By way of advance notice, we have a Device Bulletin for publication that is titled "Medical Devices in the 21st Century". This is equivalent to an MDA booklet under the same title. It is aimed at **all health care professionals** to support the care and treatment of patients. If you could estimate the number that you would require for your organisation and let us know the number by e-mailing NIAIC@dhsspsni.gov.uk this will help us estimate the total number we require to be published. **If you could let us have your requirements by 5 January 2001, this would be greatly appreciated.**

**Evaluation reports will be distributed by NIAIC as follows:**

1 copy will be issued to Liaison Officers unless our record indicate that you require additional copies.

**Other News**

We will be starting to issue shortly by e-mail to liaison officers a monthly newsletter that will list all warning notices, Device Bulletins etc. issued. We are currently developing a website that will contain all of this information, including warning notices and Device Bulletins that you can download. It will generally mirror the Medical Devices Agency website. We would like to hear your views on the provision of this facility. Please e-mail any comment to the NIAIC address.

Should you require any further information concerning this letter, please contact;

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Manager  
NIAIC  
Room A11  
Health Estates  
Estate Policy Directorate  
Stoney Road  
Dundonald, BT16 1US  
Telephone: 02890 523714  
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E-mail: brian.godfrey@dhsspsni.gov.uk

Yours faithfully

**S Blayney**  
**Director**

## NIAIC LIAISON OFFICERS: 12 DECEMBER 2000

HPSS ORGANISATION	LIAISON OFFICER	FAX NUMBER	E-MAIL ADDRESS
Royal Group of Hospitals	John Orchin	9026 3163	<a href="mailto:john.orchin@royalhospitals.n-i.nhs.uk">john.orchin@royalhospitals.n-i.nhs.uk</a>
Belfast City Hospital	Nicolla Kelly	9026 3823	<a href="mailto:nicola.kelly@bch.n-i.nhs.uk">nicola.kelly@bch.n-i.nhs.uk</a>
Craigavon Area Hospital	Karen Underwood	3861 2471	<a href="mailto:kunderwood@cahgt.n-i.nhs.uk">kunderwood@cahgt.n-i.nhs.uk</a>
Greenpark	Walter Holmes	9038 2008	<a href="mailto:patricia.beresford@greenpark.n-i.nhs.uk">patricia.beresford@greenpark.n-i.nhs.uk</a>
Down Lisburn	Paul McBrearty	9266 5179	<a href="mailto:paul_mcbrearty@dltrust.n-i.nhs.uk">paul_mcbrearty@dltrust.n-i.nhs.uk</a>
Ulster Hospital	Gerry Killen	9056 1303	<a href="mailto:gerry.killen@nda.n-i.nhs.uk">gerry.killen@nda.n-i.nhs.uk</a>
North & West Belfast	Raymond Press	9082 1289	<a href="mailto:pressr@nwb.n-i.nhs.uk">pressr@nwb.n-i.nhs.uk</a>
South & East Belfast	Heather Shephard	9056 5813	<a href="mailto:heather.shephard@sebt.n-i.nhs.uk">heather.shephard@sebt.n-i.nhs.uk</a>
Craigavon & Banbridge	Janet Taylor	3834 7439	<a href="mailto:jtaylor@sloan.cbct.n-i.nhs.uk">jtaylor@sloan.cbct.n-i.nhs.uk</a>
Newry & Mourne	Mervyn Ferris	3026 9064	<a href="mailto:mervyn.ferris@dhh.n-i.nhs.uk">mervyn.ferris@dhh.n-i.nhs.uk</a>
Mater Hospital	Colin McElroy	9074 1342	NO E-MAIL ADDRESS SUPPLIED
Causeway	Marshall McKane	2766 1202	<a href="mailto:marshall.mckane@chsst.n-i.nhs.uk">marshall.mckane@chsst.n-i.nhs.uk</a>
Armagh & Dungannon	Roger Luke	3752 2112	<a href="mailto:estatedept@adhsst.n-i.nhs.uk">estatedept@adhsst.n-i.nhs.uk</a>
Altnagelvin	Allen Heaney	7161 1223	<a href="mailto:aheaney@alt.n-i.nhs.uk">aheaney@alt.n-i.nhs.uk</a>
Foyle	Miles Smith	7186 5130	<a href="mailto:smithm@westcare.n-i.nhs.uk">smithm@westcare.n-i.nhs.uk</a>
United	Ivan Gillespie	9442 4604	<a href="mailto:sue.martin@uh.n-i.nhs.uk">sue.martin@uh.n-i.nhs.uk</a>
Homefirst	Norman McAuley	9446 5239	<a href="mailto:joan.johnstone@homefirst.n-i.nhs.uk">joan.johnstone@homefirst.n-i.nhs.uk</a>
Sperrin Lakeland	Hugh Mills (interim)	8224 4570	<a href="mailto:hmills@slt.n-i.nhs.uk">hmills@slt.n-i.nhs.uk</a>
NIAS	Brian McNeil	9049 1855	<a href="mailto:brian.mcneil@btinternet.com">brian.mcneil@btinternet.com</a>
Eastern HSS Board	Ann Peoples	9055 3728	<a href="mailto:apeoples@ehssb.n-i.nhs.uk">apeoples@ehssb.n-i.nhs.uk</a>
Western HSS Board	Martin Bradley	7186 0311	<a href="mailto:mbradley@whssb.n-i.nhs.uk">mbradley@whssb.n-i.nhs.uk</a>
Northern HSS Board	Alan Parkinson	2565 2311	<a href="mailto:alan.parkinson@nhssb.n-i.nhs.uk">alan.parkinson@nhssb.n-i.nhs.uk</a>
Southern HSS Board	Roger Luke	3752 2112	<a href="mailto:estatedept@adhsst.n-i.nhs.uk">estatedept@adhsst.n-i.nhs.uk</a>
Regional Supplies	Sam Blackley	9066 8989	<a href="mailto:sam.blackley@rss.n-i.nhs.uk">sam.blackley@rss.n-i.nhs.uk</a>

**NIAIC LIAISON OFFICERS: 12 DECEMBER 2000**

NIBTS	Denise Edgar	9043 9017	<a href="mailto:dedgar@nibts.n-i.nhs.uk">dedgar@nibts.n-i.nhs.uk</a>
NIRMPA	George Dempsey	9032 2290	<a href="mailto:george.dempsey@royal hospitals.n-i.nhs.uk">george.dempsey@royal hospitals.n-i.nhs.uk</a>