

NIAIC REVIEW 2002 QUESTIONNAIRE

Instructions for Completion

Please include any additional comments that you may have about any of the questions on a separate sheet and return this along with the completed questionnaire.

Completed questionnaires should be returned to:

Estate Policy Administration Room D4 Health Estates Stoney Road Dundonald, BT16 1US	Telephone: 01232 523704 Fax: 01232 523900 E-mail: EAdmin@dhsspsni.gov.uk This questionnaire is available on-line at www.dhsspsni.gov.uk/niaic .
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Please complete the following:

Completed by (Print): _____

Organisation: _____

Signed: _____

Job Title: _____

Date: _____

Ref	Question	Answer (tick box)
1	Adverse Incident Reporting & Investigation	
1A	Does your organisation have a management policy in place for reporting adverse incidents to NIAIC? – Reference SN(NI)2002/01.	<input type="checkbox"/> YES <input type="checkbox"/> NO
1B	On receipt of an incident report, NIAIC assesses the level of risk to determine the most appropriate action. Do you consider that this is appropriate?	<input type="checkbox"/> YES <input type="checkbox"/> NO
1C	Should NIAIC concentrate on “high-risk” device incidents only?	<input type="checkbox"/> YES <input type="checkbox"/> NO
1D	Many HPSS organisations have clinical governance arrangements in place. Do you consider that NIAIC assists in clinical governance issues?	<input type="checkbox"/> YES <input type="checkbox"/> NO
1E	In your opinion is there a risk that clinical governance/risk management may or does reduce the level of incident reporting to NIAIC?	<input type="checkbox"/> YES <input type="checkbox"/> NO
1F	In your experience are you satisfied with: The way that we investigate incidents? The speed of the investigation? The level of investigation communication from NIAIC?	Please circle one (1 = totally dissatisfied, 5 = completely satisfied) 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5
1G	Do you think that NIAIC investigation reduces the risk of recurrence?	<input type="checkbox"/> YES <input type="checkbox"/> NO
1H	Where can we usefully do more? <input type="checkbox"/> Giving Technical Advice <input type="checkbox"/> Giving Training Advice <input type="checkbox"/> Assessing the risks involved in incidents <input type="checkbox"/> Thoroughness of incident investigations	<input type="checkbox"/> Giving Advice on Reporting Procedures <input type="checkbox"/> Other(please specify)

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Ref	Question	Answer (tick box)	
2	Content and Relevance of Device Bulletins and other guidance material		
2A	Device Bulletins are issued when guidance and information is needed over an extended area. They deal effectively with problems which keep recurring and which can be solved by good training and practice, rather than by modifying or withdrawing a particular product. Do you consider Device Bulletins useful?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2B	It is vital that Device Bulletins are issued to all staff with responsibility for training, for setting organisational policies for equipment management and any other relevant staff. Do your distribution arrangements ensure that the appropriate staff receives them?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2C	Is the format of Device Bulletins clear?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2D	Are there any areas of device management that Device Bulletins should address?		
3	Distribution and Targeting of Warning Notices		
3A	Hazard Notices and Advice Notices should be dealt with as a priority and we would expect you to be able to arrange for onward distribution immediately. In your opinion, how long does it take for a recipient to obtain the notice?	Note: In NHS Trusts in England and Wales, over 70 % claim to have forwarded to relevant recipients within 24 hours of receipt from MDA.	
		<input type="checkbox"/> within 24 hours	<input type="checkbox"/> greater than 48 hours but less than a week
		<input type="checkbox"/> greater than 24 hours but less than 48 hours	<input type="checkbox"/> greater than a week
3B	Does the format warning notices make it clear what the problem is and what to do about it?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3C	Are there any improvements that we can make to warning notices and what are they?		
3D	NIAIC Notices are distributed by e-mail, fax and hard copy. As the e-mail distribution system appears to be working without major problems, would it be acceptable to your organisation if e-mail were used exclusively by NIAIC for warning notice issue to HPSS organisations? (We would maintain fax number contacts as a contingency measure should there be problems in e-mailing).	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4	NIAIC Web Site (www.dhsspsni.gov.uk/niaic)		
4A	Do you find the NIAIC web site useful?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4B	What particular feature or features do you find useful?		
4C	Device Bulletins, guidance material and warning notices are available on the website for viewing and downloading. Have you used this facility to obtain documents?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4D	Would it be acceptable to your organisation if Device Bulletins and other guidance material were only published on the website i.e. no hard copies would be produced and issued.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4E	Are there any improvement we can make to the website design etc.?		
4F	There is an online reporting facility on the website. Do you find this feature useful? (note: no reports have been received using this facility)	<input type="checkbox"/> YES	<input type="checkbox"/> NO