

# Equipment Under \$5K



## NEED IDENTIFIED

Need to know the approximate cost, brand, model, clinical purpose and priority.



## DEPARTMENT HEAD

Ensures aligns with department and clinical needs/direction



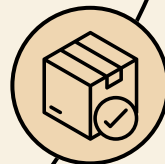
## MANAGER

Manager reviews request together with Department Head



## DETERMINE FUNDING

Fund from operating budget or place on list for future consideration by Aux/Foundation



## EQUIPMENT ORDERED

Once budget or funder determined, manager orders equipment

# Over \$5K and under \$100K

## Contingency

- equipment that is broken, lost, recalled, outdated or poses a cybersecurity risk



### NEED IDENTIFIED

- current FHA asset that is not in working order or is unrepairable (or not feasible to repair given cost).



### MANAGER

- informed by biomed/FMO that equipment is unrepairable
- requests contingency review



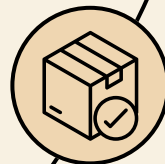
### BIOMED

- completes contingency review
- review for alignment with strategic contingency requirements



### FINANCE

- identify and confirm funding source



### EQUIPMENT ORDERED

- acquisition process initiated



### NEED IDENTIFIED

Need to know the approximate cost, brand, model, clinical purpose, priority



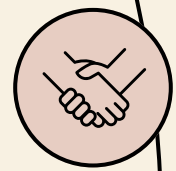
### DEPARTMENT HEAD

- Ensures aligns with department and clinical needs/direction
- informs area manager



### MANAGER

Manager reviews request together with Department Head



### CAPITAL EQUIPMENT UNFUNDED LIST

- item added to capital equipment list
- list reviewed by Directors, ED, SMD to ensure in line with FHA and site priorities



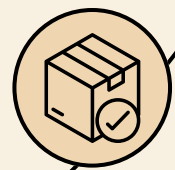
### FUNDING

- Foundation or Auxiliary review the list semi-annually or as required given donor interest
- Funding letter generated



### EQUIPMENT ORDERED

- once funding secured, acquisition process begins



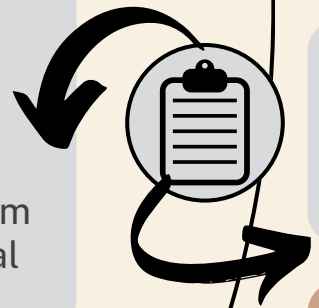
# Over \$5K and under \$100K Net New Capital Equipment

### CAPITAL EQUIPMENT REQUEST

- item is needed to increase efficiency & meet FHA targets
- item improves patient outcomes
- reviewed and approved by Directors, ED, SMD and Capital Equipment Planning Team
- once approved Manager completes Capital Equipment Request form

### FHA CAPITAL \$\$

- Funding allocated from annual capital equipment budget.



# Considerations for all Equipment Requests

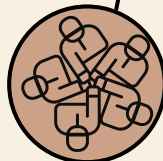
## PRIORITY

- patient safety
- strategic alignment (FHA, site)
- utilization, efficiency
- competing requests



## TRAINING NEEDS

- do users requiring training to use the equipment?



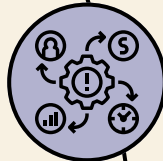
## FOUNDATION/AUXILIARY

- is this something that a donor or board wishes to fund?
- can a campaign can be built?



## BIOMED - FMO - MDR - IPC

- what is required to operate, clean and service/repair the item?



## LOCAL OR REGIONAL IMPACT

- is this new technology that all sites should consider or only a local need?



## TOTAL COST

- taxes, freight, duties
- any ongoing operating costs ex. software, expendable supplies