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A key stakeholder in the successful hospital project planning, Execution and delivery

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Statement of the Problem: Hospital Project – Successful Planning, Execution and Delivery for the better patient care and experiences.

An expert Biomedical Engineer with experience in Medical Equipment Planning must be involved as a key stakeholder since the initiating phase of the project till final handing over or closing phase of the project. During the entire lifecycle of the project, the Medical Equipment Planner helps the project team in Medical Equipment Planning, Tendering, Procurement, Site Preparation/ Co-ordination/Supervision, Installation and Commissioning, Functional Testing, QA Testing, Application Training and Final Handover to the end user and the Biomedical Operation Team for the proper maintenance and repair services.

Process & Methodology: Each of the above activities requires commitment, dedication and a lot of efforts with a process-oriented mindset to deliver the project successfully.

Medical Equipment Planning: The process starts with Medical Equipment Planning Phase, a critical phase which includes but are not limited to preparing the BOQ (Bill of Quantity), Room by Room Equipment Schedule, Estimating Budget, MEP Requirements, etc.

Tendering: Preparing the tender documents like RFP with detailed technical specifications and feature required. All the contractual terms which include but are not limited to supply, delivery, installation, commissioning, trainings, site preparation if applicable, warranty, maintenance contracts, payment terms and other contractual legal terms must be clearly defined in RFP in order to avoid any conflict at later stage.

Procurement: Reviewing all the submitted RFP. Preparation of the Technical and Commercial evaluation sheet based on the submittal. Organize negotiation meeting with top three tenderers in order to get a better value and finalize the deal. Once the supplier gets finalized, process the order to issue an official Purchase Order or Contract whichever is applicable based on the nature and value of the capital medical equipment.

Site Preparation: Medical Equipment Planner plays a vital role in reviewing and validating the preinstallation requirements, preinstallation drawings, shop drawings of the final selected ordered equipment. The process is followed by the proper coordination and supervision of the site preparation works.

Supply & Delivery of the Equipment: Proper coordination with the supplier is required during this process in order to get the ordered equipment and accessories on the site as per the schedule. Once delivered, all the items should be assessed and verified as per the issued purchase order and delivery note/invoice. Any discrepancy, short supply, physical damage during transport, etc, must be communicated to the stakeholders for resolution on priority.

Installation & Commissioning: Once the site preparation is completed and equipment is delivered on the site, installation and

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commissioning process starts under the close supervision of Medical Equipment Planner. At the end of the process, the supplier makes an Installation Report (IR) which is signed by the Medical Planner and document this IR in the equipment history file for future use.

Project Handover and Close Out: After successful installation and commissioning, the equipment is tested for its functional use, Quality Assurance Test if applicable is performed, Application Training is organized and conducted for the end user and make them confident to operate the equipment for patient use. Technical Training is organized and conducted for Biomedical Operations Engineers and Technicians.

All the critical documents like Purchase Order, Delivery Note/Invoice copy, Installation Report, QA Report, Training Record, user manual, Service/Technical manuals, etc, are handed over to the Biomedical Operations Team.

Conclusion & Significance: The role of the Medical Equipment Planner is very critical to the success of a Hospital Project.

Biography

Rajeev Kumar is a dynamic biomedical/ electronics engineer and a certified PMP® from PMI USA with 15 years of quality experience in medical equipment planning and healthcare projects with the topmost reputed healthcare organizations in Dubai and India. In his previous assignments, he has worked with the world's topmost organizations like American hospital Dubai, Philips healthcare Gurugram, max healthcare Saket New Delhi, and Indraprastha apollo hospitals New Delhi. Currently, he is working with a very reputed design consultant on a freelance basis and helping their international clients with medical equipment planning and procurement. For any collaboration, he is open to helping the global healthcare community in medical equipment planning and consulting.

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