

**Terms of reference**  
**Decontamination Services Task and Finish Sub-Group**  
**GS1 UK HEALTHCARE USER GROUP (HUG)**  
**26 February 2016**

**Sub group Chair:**

Jackie Pomroy, Head of Supply Chain, NHS South of England Procurement Services

**Objective**

To create an agreed recommendation for how GS1 standards should be used in the process of tracking of surgical instruments and other equipment within any facility that has to register with the CQC. The recommendations are to be agreed by the GS1 UK Healthcare User Group (HUG) and then presented to the DH and the Standardisation Committee for Care Information (SCCI) with a request that they are adopted as an NHS standard.

**Scope**

The recommendations should cover the use of GS1 standards, including those for barcodes and RFID, to track the use of surgical instruments from decontamination through to use on a patient. The recommendations should

- enable identification and recording of which specific instruments have been used on a patient
- ensure that the tracking from use through to reuse of equipment using GS1 standards minimises the impact on staff
- Allow for items to be processed as part of a decontamination facility shared by different trusts including commercially run facilities registered with CQC.
- The tracking of loan kits should be included e.g. Synthes and Depuy.

**Out of Scope**

The physical processes involved in decontaminating instruments

**Deliverables**

- A paper outlining the recommendations, the reasoning behind them, the members of the sub group supporting the recommendations, issues likely to be encountered during implementation and any reservations/observations expressed
- Example barcodes and RFID tags conforming with the recommendations
- A high level review of a specific trust's decontamination tracking system and the modifications required to comply with the guidelines

**Organisation**

The HUG chair will appoint a sub-group chair from a healthcare provider. Sub-group members will be invited by the HUG chair from some or all of

- Trusts including theatre staff and decontamination staff
- MHRA
- GS1 UK

Others may subsequently be invited at the discretion of the sub-group chair.

At the discretion of the sub group chair a wider group of stakeholders including manufacturers, service providers and trusts will be asked to review and comment on the work of the sub group.

The sub-group will be facilitated by GS1 UK including the drafting of recommendations and the creation of any example barcodes and RFID tags.

**Timing**

A first draft of the recommendation should be available by 3<sup>rd</sup> May 2016 and the final recommendation should be delivered to the HUG by 1<sup>st</sup> July 2016, the document would also be passed to the AFPP via the MHRA for comment.

**Meetings**

It is expected that progress will be through a mix of individual contributions and comments, and conference calls with face to face meetings at the discretion of the sub-group chair.

**Decisions**

The group will endeavour to arrive at decisions by consensus. If the sub- group chair assesses that consensus is not possible then decisions may be taken by a simple majority with the chair having a casting vote.