

Protocol for Non-Contract Equipment Panel over £500

The Panel will primarily consist of Judy Green (Lead Health Practitioner based at Medequip), Marion Cordon and Kathy Lacey (Lead Practitioners within Social Services) and a representative from the health paediatric service.

Staff to complete the up to date panel form attached to this email and send to the panel using the following email address and a copy to your authorising Service Manager (version 3).

For paediatric referrals only where this is an open case, please send a copy of the pro-forma and quotation to this panel and simultaneously to SM for new Paediatric Social Care Service -

- Annette Fisher/ Kim Griffin The Den Paediatric Social Care - North
- Vicky Pealing/ Resham Toor Heanor Paediatric Social Care - South

If not known to SS then a new referral will need to be made via Call Derbyshire for 'provision of equipment'.

The panel email addresses are -

AC ICSEEquipmentPanel@Derbyshire.gov.uk (social care address book)
ICSEEquipmentPanel@derbyshirecountypct.nhs.uk (health address book)

If you are sending a file that is password protected, please ensure that the password is shared with Dominic Claxton and the service manager to enable the papers to be produced for the weekly panel. (To remove the need for a 2nd email, the prescriber can use their PIN)

The email must include the panel form, quotation, a picture if possible and any other information that will help in the decision making process. **A requisition is required for the authorising service manager.**

The panel currently meets weekly on a Monday at Medequip in Alfreton and you and your Service Manager will be informed of the decision after the meeting via email. Please note – the cut off for submissions is 4pm on the Friday prior to Monday's panel

Staff will still need to order the equipment using the current process through Medequip after seeking authorisation from the Agency/Team with responsibility to fund. Please note – if Social Services is the authorising SM and SU is not known to Social Service then you will need to make a new referral as usual via Call Derbyshire.

All requests for non-contract products over £500 both new and refurbished must be submitted to the panel.