

CLINICAL PRODUCT EVALUATION REGISTRY (CPEP)

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Information for Suppliers

The HealthShare NSW Clinical Product Evaluation Registry (CPEP) is a central repository of clinical product evaluation data inclusive of product information as submitted by suppliers and product evaluation outcomes as submitted by clinical product evaluators / clinical product specialist / clinical product committees. The main objectives of providing this system are to:

- Enable NSW Health to efficiently record, maintain, update, monitor and share information on clinical consumables & equipment evaluations through the use of a user friendly standardised and centrally managed system.
- Enable NSW Health to instantaneously obtain state wide past, current and future information on clinical product evaluations with the view of sharing, coordination and / or to eliminate duplication of effort
- Identify products suitable for contracts arrangements
- Enable HSS and reference groups that HSS establish, to access clinical product evaluation information during the renewal or establishment of supply agreements.

The use of the CPEP does NOT change the overall clinical product evaluation or management process and the interaction between Health personnel and suppliers. The database is simply a tool in this process.

Frequently Asked Questions

How do suppliers access the CPEP?

Suppliers must make contact with Local Health District Clinical Product Specialists and obtain agreement to evaluate clinical products. After an agreement is established the supplier is emailed the following information:

- The URL (Web site address) of the CPEP supplier gateway
- The User ID
- The password; and
- A copy of this document

What can be submitted through the CPEP?

All information required for clinical product evaluation may be submitted including other supporting information in a variety of formats such as diagrams, brochures, or images

What happens after submission?

Upon completion of the form and clicking submit, all data submitted will automatically populate relevant sections of the CPEP.

Will the CPEP user be notified when information is submitted?

The system will automatically send an email to the CPEP accredited user alerting of the successful submission.

How soon after submission will the CPEP user be notified?

Although the email alert is sent instantaneously, receipt of the email is dependent on

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network conditions at the time of submission. In normal circumstances the message is sent and received within 2 to 10 minutes.

When will evaluation commence and how will the supplier be informed of the outcomes?

Upon receipt of information submitted, the evaluation of the product may commence as per regular procedures. This may differ from one site to another. Outcomes of evaluations are conveyed to suppliers by the NSW Health personnel that agreed to evaluate the product.

I have submitted product information to an authorised Health personnel as pre-agreed; would I be able to use the same submission for another NSW Health personnel in another site?

Yes, recent system enhancement enabled CPEP accredited users to copy previously sent product information and commence with a new evaluation. In these cases, the user is encouraged to establish communication with the supplier, prior to commencing a new evaluation. This is to ensure that information being utilised is still current.

Can I access evaluation outcomes through the CPEP?

No, only NSW Health accredited users are provided access to the CPEP. Access provided is governed by strict conditions of use.

I loaded the wrong information, can I retract it?

Yes. However, this can only be done through the CPEP accredited user that initiated the tracking information for that particular evaluation.

I need more time to provide information

Although the supplier is provided access that is effective for 24 hours, the supplier may request the CPEP accredited user that initiated the tracking information to extend access to a further 24 hours.

Conditions of Use

Accredited Health users of the CPEP agree to the following conditions:

- Evaluations registered onto the CPEP are for records keeping and information sharing purposes.
- System users accessing the registry and reviewing information do so as a guide / reference only and is not to be used as the sole reason for dealing or not dealing with a supplier.
- System users acknowledge that evaluation criteria used by another system user may not be consistent with their own evaluation criteria.
- System users should inform suppliers that outcomes of evaluations entered onto the CPEP are accessible to other accredited system users.

For additional information on the Supply Chain Information System:
HealthShare NSW Catalogue Data Management Team
Email: cdmt@hss.health.nsw.gov.au
Phone: 1800 822 350