

Guidelines for Suppliers - New Medical Product/Consumable/ Equipment Submission

1. A SA health employee will need to forward you the link to the 'New Medical Product Submission' Microsoft form.
2. Ensure you have the following documentation available to support your submission (PDF format), including –
 - TGA certification
 - Product Instruction for Use
 - Product Information/brochure
 - Any other relevant supporting documentation
3. On completion of New Product Submission form, the SA Health Product Committee will notify you of your individual access to Sharepoint, where your documents can be uploaded.

The following information aims to assist Suppliers in the completion and submission to SA Health of the New Medical Product/Consumable/Equipment Microsoft Form, and to identify the appropriate documentation that must accompany the submission.

SA Health, Procurement and Supply Chain Management (PSCM) have established a framework for the assessment of New Products prior to their acceptance and use in SA Health.

New products are primarily introduced into use at SA Health by Suppliers completing and submitting Microsoft Teams *New Medical Product/Consumable/Equipment Submission* **after** consideration by Local Health Networks (LHNs).

SA Health expects that the new product submission information provided is accurate and up to date. Submissions that are not completed using SA Health's New Medical Product/ Consumable/ Equipment Submission via Microsoft Forms, will not be reviewed.

New Medical Product/ Consumable/ Equipment Definitions:

To assist in identifying if a product is a **new** medical product/consumable/equipment item, the relevant definitions follow.

A New Medical Product/Consumable/Equipment is either:

- New innovative medical technology that has recently been released to the market; or
- New version of existing medical technology already present in the market and available from other suppliers,
- Medical product/ consumable/ equipment previously only supplied to SA Health as a result of a hospital ethics committee approved clinical trial that has concluded,
- A medical product/ consumable/ equipment not otherwise marketed or sold to any SA Health entity.

New Medical Product/ Consumables/ Equipment are NOT:

- Simple extensions to an existing medical product range (e.g. addition of a new size option to an existing sized range of catheters).
 - Medical products that a supplier has had for a period of time that are not being utilised across SA Health for whatever reason.
 - Medical products where the distributor has changed.
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For more information

Procurement and Supply Chain Management

sahealth.sa.gov.au/pscm