

## PROPOSAL FOR A NEW WORKING GROUP (WG)

<b>Name of WG<sup>1</sup>:</b>	EFOMP Policy Statement 17: Involvement of MPEs in the different stages of a medical device life cycle. Short: MDlifecycle
<b>Parent Committee(s)<sup>2</sup>:</b>	Professional Matters Committee
<b>Keywords<sup>3</sup>:</b>	MPE tasks - Medical Device Life Cycle - Investment Plan - Procurement - Introduction - Usage phase - Decommissioning
<b>Chair(s)<sup>4</sup>:</b>	Dr. W. (Wim) van Asten, MPE, head Medical Technology Department, Zuyderland Ziekenhuis, Heerlen, Netherlands
<b>Expected outcome<sup>5</sup>:</b>	EFOMP PS 17 describing the possible tasks for MPs and MPEs during the several stages of the life cycle of medical devices. An article to be published in the European Journal of Medical Physics describing PS 17.
<b>Target audience<sup>6</sup>:</b>	Target audience for the article are MPs, NMOs, healthcare managers, procurement officers and government officials.
<b>Rationale<sup>7</sup>:</b>	During the EFOMP Council meeting on 12 October in Warsaw a proposal of the Maltese delegation was accepted to work out a policy statement concerning the involvement of MPEs in the procurement and introduction stages. Up to now, there are no clear EU guidelines for hospitals and other healthcare institutes concerning this issue. After some consideration it was decided to take into account the whole device life cycle.
<b>Coordination<sup>8</sup>:</b>	There will be a collaboration with both EFOMP Education & Training Committee (new training elements might be needed in the MPE E&Tcurriculum) and EFOMP European Matters Committee (because of possible political issues).

*This proposal form must be filled by the EFOMP parent committee chair.*



<b>Category:</b>	WGs are classified into the following categories depending on their topic and purpose. Please choose the most appropriate.
<input type="checkbox"/>	<b>New Horizons.</b> The topic involves new scientific developments, methods, technology or clinical applications that have not yet emerged into clinical practice.
<input type="checkbox"/>	<b>State of Art.</b> The topic involves codes of practice, protocols, recommendations or guidelines for activity which are expected to become enduring practice.
<input type="checkbox"/>	<b>Focus Area.</b> The topic involves certain specific area of clinical interest, modality or method which may include a technical or methodological challenge to be solved.
<input type="checkbox"/>	<b>Educational or Informational.</b> The topic involves education or informing the members in a relevant area of clinical practise, technology, methods, research or training.
<input checked="" type="checkbox"/>	<b>Consensus Document.</b> The topic involves a consensus of the medical physics community on a certain area of interest that the EFOMP will endorse. This category may include e.g. safety issues or professional issues.
<b>Members<sup>9</sup>:</b>	A call for nominations will be set out in July - September 2020. The group of members will not be larger than 10 persons (including the chair).
<b>Consultants/Observers<sup>10</sup>:</b>	The call for WG members may also produce consultants and observers.
<b>Funding<sup>11</sup>:</b>	During 2020 communication between WG members will be restricted to email and video conferencing. The WG will use the teleconferencing facility of EFOMP for online meetings. The first face to face meeting will be planned during ECMP 2021 in Torino.. A second and final F2F meeting might be needed in 2022 (Dublin?). Estimated costs are €200 (2020), €5.000 (2021) and €5.000 (2022).
<b>Timeline<sup>12</sup>:</b>	WG duration is assumed to be two years. This is likely to be Autumn 2020 - Autumn 2022. Interim progress reporting will be provided at 6 month intervals. The draft policy statement will be submitted to the Council before the meeting in Autumn 2022.
<b>Proposed outline of the final report<sup>13</sup>:</b>	The policy statement describes (new) tasks for MPEs which may benefit hospitals and patients and will give MPEs a stronger position in health care organisations.



## Legend

- 1) **Name of WG** - Including an indication of the WG type - i.e. if the WG will be a Joint WG.
- 2) **Parent Committee(s)** - Relevant EFOMP Committee.
- 3) **Keywords** - include at least 3 keywords.
- 4) **Chair(s)** - The chair of the parent committee will propose the chair of the WG.
- 5) **Expected outcome** - Description of the relevant results expected from the WG.
- 6) **Target audience** - e.g. Medical Physicists, Vendors.
- 7) **Rationale** - What is the justification and need for the proposed WG.
- 8) **Coordination** - The parent committee chair has to specify if there is a coordination or collaboration with other EFOMP Committees, WGs and/or scientific organisations.
- 9) **Members** - Proposed list of active members based on the feedback on the WG announcement from NMOs, potentially interested experts within the medical physics community and the EFOMP Board will be composed by the parent committee chair together with the proposed WG chair. The proposed member list has to be approved by the EFOMP Board. WG members have to create an efficient and optimal composition of expertise and professional coverage. WG members can be updated also later if and when needed.
- 10) **Consultants/Observers** - Proposed other WG participants who are indicated as consultants or observers. The parent committee chair together with the proposed WG chair will identify possible consultants/observers.
- 11) **Funding** - Description of the WG funding needs (meetings, etc.) and how the finances will be acquired and managed. This part is optional and can also be zero.
- 12) **Timeline** - WG timetable described by main milestones and reporting. Interim progress reporting must be provided at least in 6 months intervals.
- 13) **Proposed outline of the final report** - What should be included in order to reach the planned outcome.