

**Perioperative New Request Form completed and submitted to [VAP@upstate.edu](mailto:VAP@upstate.edu) :**

- Attach product brochure, quote/pricing, 510K, IFUs, tray content list and inventory control sheet (if applicable), and any other supporting documentation.
- Clearly identify what problem we are trying to fix with the new product.
- Discuss with Department Chair and Nurse Manager/Director and obtain signatures.

VAP presents request to Perioperative Leadership and/or Department Chair for endorsement.

\*Incomplete requests and requests submitted by vendors will be returned.

Request approved to move forward.

Request denied.

<\$50,000

>\$50,000

Move request to Perioperative Capital Committee.

**Initial Review:**

- Cost analysis/price negotiations (OR Buyers)
- Reimbursement/Financial analysis
- Impact on costs, quality, and outcomes
  - VAP Decision Making Matrix scoring

Request Approved: Associated disposables/commodities

Request denied.

**VAPOR Committee Review:**

- Request presented by requestor/designee
- Discussion/Results of trial
- Vote

Request denied.

**Trial:**

- Vendor set-up in SFS (10 Business Days):
  - W9
  - Vendor Responsibility Packet
  - Insurance Requirements
- Product evaluation (form not provided by vendor)
- Appendix A Form
- Tray contents/Inventory control sheet
- Education/Training
- Epic/IMT
  - Info. Security Questions

**Request Approved:**

- Vendor set-up in SFS (10 Business Days):
  - W9
  - Vendor Responsibility Packet
  - Insurance Requirements
- Communication to stakeholders:
  - ORMAT/CCORMAT
  - SPD
  - Epic/IMT
    - Info. Security Questions
  - Clinical Engineering
  - Clinical Leader(s)
  - Nurse Manager
  - Requestor
- Implementation:
  - Lawson #(s)
  - Purchase (PO)/Consigned (no charge PO)/Loaner (?)/Bill Only (PO when used)?
  - Tray contents/Inventory control sheet
  - Education/Training
  - Policy/Procedure
- Purchase:
  - <\$5,000: ORMAT/CCORMAT executes PO
  - >\$5,000: OR Business Director executes PO

**Follow Up:**

- Clinical outcomes
- Revenue/Reimbursement
- Cost/Savings
- Utilization