



## Service Priorities and Programmes Electronic Presentations

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### **Specification Makes Simple: The 5W1H Rules**

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### **Introduction**

In general, specifications refer to a document clearly, accurately and completely describe the essential requirements of the equipment, goods, material and services being purchased with an aim to invite maximum reasonable competition and provides a basis for evaluation of offers. The usual steps compose of collecting as much information from users and industry, look for standards and information from government entities, call on expert advices and so on. However, it is always the first step that leads to a success or a failure of the exercise. No users is expert in specification preparation nor the Supplies Team owing to the variety and diversity of the type of equipment, goods, material and services being encountered in the daily operation of hospitals and clinics, coupling with the ever raising requirement encompasses by the public monitoring for the best use of public money, it is essential to develop a tool to ensure the specification will meet the user's need and follow the rules of the game under the principles of Procurement and Materials Management Manual (PMMM), cluster guidelines and hospital management's expectation.

### **Objectives**

To develop a simple tool to ensure the specification being adopted in quotation exercise can clearly, accurately and completely describe the essential requirements and facilitate the compliance to PMMM principles.

### **Methodology**

To develop a tool for specification preparation, the following actions are taken: 1) Review of relevant sections of PMMM 2) Research on requirement on drafting specification for different products 3) Review of precedent cases and identifying of opportunities for improvement 4) Deliberation with specification and tendering development team of supplies

### **Result**

A 5W1H checklist is developed to achieve the objectives: What to be purchased - check what exactly the equipment/item to be purchased. - conduct market research to know if such equipment/ item is available in the market. - confirm if there is bulk contract /standard specification should be adopted Why the user need this item - check the purpose of purchasing item, i.e. What functions and performance should be

achieved. - Any international standards should meet. - describe the requirement in the form of performance specification or functional specification to facilitate more competition in quotation exercise When to deliver - check the delivery date can meet the user's need or if the delivery date is realistic Where to use - check if additional effort from supplier is required for installation. Specify in the specification if required How to use - check how the equipment/ item is maintained, so the clause on the quotation of appropriate post warranty maintenance package can be included - check how the equipment works. If particular consumables or disinfectant should be used, comment from subject officer may require. - check how the equipment should be disposed. Some equipment may require data transfer or erase, thus specification should include such requirements if appropriate Who to review and input - Installation of equipment may involve expertise of different aspect. Check if input / reviews on specification from internal/external expert are required. - BESS, local facility management team and maintenance team can be approached for vetting on the safety and engineering aspects for medical / general equipment. The specification checklist is developed to ensure the information can facilitate a smooth preparation of specifications. A well prepared specification can facilitates smooth procurement and ensure service continuity. The impact of checklist can be assessed by its applicability, user's satisfaction and reduction of time spent in the long procurement lead time.