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Dear Valued Supplier,

**Re: Short notice approval of clinical supplies  
MIA System refresher**

I would like to thank you for the support that you and your team provide to us in our theatres. You help navigate some complex procedures and we value your advice and input.

### Short Notice Use of Clinical Supplies

I recognise that there are times that a procedure will need to deviate from the plan and that at times we may need to modify the approach and equipment used. Whilst this cannot always be avoided, it does present some difficult challenges when items are used that are not routinely ordered or are in our stock inventory. This can be particularly difficult for unusual, or high-cost items.

I am sure you will appreciate the need for careful management of our resources and budget. We are introducing changes to ensure improved oversight of items ordered and need to advise the Trust will not be able to authorise payment of any ad-hoc item used where prior approval from senior budget holders has not been provided. Consumables ordered in advance or on consignment will continue as per current arrangements.

Ad hoc consumables may be approved on the day by:

Paul Standfield	Care Group Manager	<a href="mailto:p.stansfield@nhs.net">p.stansfield@nhs.net</a>
Caroline Cawkill	Senior Matron	<a href="mailto:c.cawkill@nhs.net">c.cawkill@nhs.net</a>
Dr Jim Bain	Care Group Director	<a href="mailto:james.bain4@nhs.net">james.bain4@nhs.net</a>
Steve Thomas	Divisional Nurse Director	<a href="mailto:steve.thomas@nhs.net">steve.thomas@nhs.net</a>
Craig Davies	Divisional Operations Director	<a href="mailto:craig.davies12@nhs.net">craig.davies12@nhs.net</a>
Mr Paul Gibbs	Divisional Director	<a href="mailto:paul.gibbs9@nhs.net">paul.gibbs9@nhs.net</a>

For clarity, without e-mail approval from one of the above the organisation will not process an invoice for payment. The theatre team will be able to assist in facilitating approval if required.

## MIA System Refresher

We wrote earlier in the year to advise we were introducing the MIA System across the Trust. This commenced on **1 March 2025** with the initial focus on our Theatre Departments to manage and verify **all** commercial suppliers (including but not limited to MedTech and Pharmaceutical Representatives, Service Engineers, and Clinical Trainers) visiting Trust sites. Key reasons for this decision include:

### 1. Patient Safety

Patient safety is of paramount concern, and the use of a credentialing and appointment booking platform by our suppliers plays a crucial role in mitigating risks, ensuring compliance, and fostering a secure environment for patients receiving care in our hospitals.

### 2. Quality Assurance

Demonstrating your commitment to excellence and safety by having your qualifications, training, and experience verified by a third party is integral to your continued partnership with us. The resolve to demonstrate transparency throughout our relationship will enhance your prospects for future endeavours.

### 3. Enhanced Prospects for Continued Financial Partnership

While our main goal is to monitor site visits, we also acknowledge the system's potential for fostering future financial partnerships. By using the system to identify noteworthy products, medicines, and devices in specific Trust areas, we aim to proactively engage with suppliers, exploring opportunities to expand use into other applicable areas. These collaborations are envisioned to be mutually beneficial, contributing to improved patient care while strengthening partnerships.

As of **1 March 2025**, we enforce a 'No Card, No Appointment, No Entry' policy for all suppliers. Every outside contractor entering the Trust including the Theatres Department must:

- Hold a valid and in-date MIA Membership (details of which can be [found here](#)).
- Register visits through the MIA Appointment Booking System at least 48 hours in advance and must be approved (not marked as pending) unless called for urgent cases.
- Download the [MIA Smartphone App](#) and wear the physical MIA badge while on-site.

### 4. Consumables Management Group Meetings

The Clinical Managers, Supply Chain Team and Procurement meet monthly to discuss any new product requests and agree trials. This meeting manages and approves these items so if a representative has a new item for consideration it must come through these channels. For information on these meetings including dates, please do contact us at [pho-tr.theatresprocurement@nhs.net](mailto:pho-tr.theatresprocurement@nhs.net)

### 5. Master Indemnity Agreement

Suppliers must be registered and have a live registration on the Supply Chain MIA Register [Master Indemnity Agreement \(MIA\) Register of Approved Suppliers](#) prior to completing the MIA Call-Off Agreement Form that will be required for all agreed trials, this must be sent to procurement in advance of the trial.

## 6. Theatre Storerooms

A polite reminder that representatives must not enter the theatre storerooms unless they have an approved Audit booked in via the MIA Platform that has been accepted.

Any information on product changes including products being discontinued, supply issues, regulation changes and all other changes relating to products must be sent to procurement to manage. Therefore, please ensure you contact us at [pho-tr.theatresprocurement@nhs.net](mailto:pho-tr.theatresprocurement@nhs.net)

For further information about the procurement team and some helpful links, please visit this site: [Our Procurement and Supply Chain Team : Portsmouth Hospitals University NHS Trust](#). Please ensure you take a moment to read our policies on the site including the Non-Purchase Order, No Pay Guidance, and the Supplier's Representative Policy.

For queries about the MIA System, contact MIA directly at [help@miaweb.co.uk](mailto:help@miaweb.co.uk) or [01732 920 900](tel:01732920900). Your cooperation in implementing this pre-registration process is appreciated and contributes to a more efficient partnership. We value your commitment to our success and thank you for adapting to these changes. We will issue a further communication as and when we have rolled this out in other areas of the Trust.

Yours sincerely



Kevin Nederpel  
PHU Finance Director