Organisers: HKPC ECRI Institute The Discipline of Science. The Integrity of Independence.

生物醫學 BIOMEDICAL

Training Course

Medical Device Adverse Event Investigation and Management

Date: 22nd to 24th March 2017
Time: 22nd—23rd March 2017 (9am—5pm); 24th March 2017 (9am—1pm)
Venue: Classroom 119, HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong
Medium of Speech: English

Find Answers. Prevent Recurrence.

Accidents happen in healthcare. When an accident or serious adverse event occurs in your healthcare facility, you want to know how it occurred, the root causes, whether the incident must be reported, and how to prevent recurrence. For many types of accidents, investigation is critical to restoring operations, minimizing interdepartmental conflict, and maintaining staff confidence in the affected technology.

This course will provide a detailed curriculum on medical device accidents, hazards, and problems focusing on applicable investigation techniques, problem reporting, management, and information resources. Risk management strategies for reducing harm and potential liability will be explored, along with case examples and hypotheticals, with a focus on identifying and managing device related risks. This course is intended to help attendees perform investigations more effectively and efficiently.

Trainer Profile

James P. Keller, Jr. M.S., FACCE

Vice President, International Market Development, ECRI Institute

James Keller is responsible for the integration of ECRI's international operations with its headquarters. He leads ECRI headquarters efforts to support the mission, business operations, business development, planning, and overall growth for its international programs and services. He serves as a member of ECRI Institute's Executive Committee, which is responsible for overall governance of ECRI Institute's operations. Prior to taking on his international role, Mr. Keller spent nearly twenty years directing ECRI Institute's Health Devices evaluation program that provides independent judgment and guidance to help hospitals and health systems select and manage medical devices. The program was referred by the *New York Times* as the country's most respected laboratory for testing of medical products.

Mr. Keller is a recognized expert and frequently invited speaker on a wide range of health technology-related topics. These include patient safety, equipment management, strategic planning and forecasting, device utilization, incident investigation, surgical laser safety, and the convergence of medical devices and information systems. He has been an invited keynote at national conferences in Australia, Canada, Italy, Malaysia, and multiple venues in the US. He is also routinely sought out by the news media for his expertise on a variety of health technology concerns.

Course Outline

Special bonus section on surgical laser accidents and surgical laser safety

- ◊ Why Medical Device Accidents Happen
- ◊ Accident Investigation Overview
- ◊ Information Resources for Accident Investigation
- ◊ Device Inspection and Testing
- ◊ Human Factors Considerations in Accident Investigation
- ◊ Interviewing Techniques
- ◊ Investigation Reports
- ◊ Concluding the Investigation Process
- ◊ Medical Device Problem Reporting Programmes
- ◊ Technology Management and Preventive Measures
- ◊ Vendor Investigations of Medical Device Accidents
- ◊ Medical Device Safety & Handling of Near Misses
- ◊ Monitoring Technologies
- ◊ Gas Embolism Accidents
- ◊ Medical Device Fires
- ◊ Skin "Burns" from Medical Devices
- ◊ Patient harm from Drug Delivery Pumps
- ◊ Electrosurgical Units (Surgical Diathermy)
- ◊ Surgical Instrument Breakage
- ◊ Defibrillators
- ◊ Respiratory Care & Anesthesia Equipment
- ◊ Warming Devices
- ◊ Radiographic/Imaging Equipment
- ◊ Simulated investigations based on actual medical devices accidents or reported problems

Training Fee

The fee for this 2.5-day training course is **HKD 16,000 (USD 2,060) per person**. The training fee includes complimentary lunches, refreshments, and training materials. Reprints of ECRI Institute published articles, book chapters, policies, procedures, forms, and case studies will be provided along with resource lists directing course attendees to other sources of related information from competent authorities and agencies.

Registration and Enquiry

Please contact the Hong Kong Productivity Council:
Ms Stephanie WUN, Assistant Project Officer, Automotive and Electronics Division (Tel: +852 2788 5547; Email: stephaniewun@hkpc.org)
Mr Kyle LIU, Cadet Engineer, Automotive and Electronics Division (Tel: +852 2788 5682; Email: kyleliu@hkpc.org)
Mr Henry FONG, Consultant, Automotive and Electronics Division (Tel: +852 2788 6354; Email: henryfong@hkpc.org)

Training Organiser

HKPC
Hong Kong Productivity Council
香港生產力促進局

The **Hong Kong Productivity Council (HKPC)** is a multidisciplinary organization established by statute in 1967, a non-profit distributing semi-government organization in Hong Kong. HKPC's mission is to promote productivity excellence through the provision of integrated support across the value chain of Hong Kong firms, in order to achieve a more effective utilization of resources, to enhance the value-added content of products and services, and to increase international competitiveness. With more than 200 professional consultants, HKPC and its subsidiaries provide a multitude of services in technology transfer, consultancy, training and other support services in the areas of manufacturing technology, information technology, environmental technology and management systems, to help the industry move up the value chain. For further details on HKPC, please visit **http://www.hkpc.org**.

Training Partner

ECRI Institute
The Discipline of Science. The Integrity of Independence.

For nearly 50 years, **ECRI Institute** has been dedicated to bringing the discipline of applied scientific research to discover which medical procedures, devices, drugs, and processes are best, all to enable improvement patient care. As pioneers in this science, ECRI prides itself in having the unique ability to marry practical experience and uncompromising independence with the thoroughness and objectivity of evidence-based research. Acting as a neutral independent third-party, ECRI Institute has conducted thousands of on-site investigations of medical device-caused patient injuries and deaths in a number of nations, including formal root cause analyses and development of remedial strategy recommendations. ECRI Institute is designated as an Evidence-Based Practice Center by the U.S. Agency for Healthcare Research and Quality and listed as a federal Patient Safety Organization by the U.S. Department of Health and Human Services. For further details on ECRI Institute, please visit **http://www.ecri.org**.

Sender: Hong Kong Productivity Council, HKPC Bldg, 78 Tat Chee Avenue, Kowloon Tel: 852 2788 5547
發送者：香港生產力促進局 九龍塘達之路78生產力大樓 電話： 852 27898 5547
If you do not wish to receive further information from HKPC, please inform us via email to: unsubscribe@hkpc.org with " unsubscribe" as the subject.
若閣下不欲再接收香港生產力促進局信息，請發電郵至：unsubscribe@hkpc.org，並在主旨欄填上「拒絕接受」

Organisers: HKPC ECRI Institute The Discipline of Science. The Integrity of Independence.

生物醫學 BIOMEDICAL

Enrollment Form 報名表

Training Course

Medical Device Adverse Event Investigation and Management

Date: 22nd—24th March 2017
Time: 22nd—23rd March 2017 (9am-5pm); 24th March 2017 (9am—1pm)
Venue: Classroom 119, HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong

Please complete this form in BLOCK LETTERS.

Applicant Information

Name in English: (Ir / Prof / Dr / Mr / Miss / Ms / Mrs)*

First Name Last Name

Organization:

Position:

Mobile No.:	Email:
Office Phone No.:	Fax No.:

Address:

Fee: HKD 16,000 (USD 2,060)

Method of Payment (Please Tick One Only)

1) □ By Cheque
   Cheque No.: _____ Bank: _____
i. Crossed cheque HKD 16,000 / USD 2,060 payable to "Hong Kong Productivity Council"
ii. Send to HKPC at AED, 4/F, HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong (Attn: Ms. Stephanie WUN) together with this enrolment form.
iii. Training Course name written down at the back of the cheque.

2) □ By Credit Card
i. "Credit Card Authorization Form" with your credit card information is required to be handed in together with this enrolment form.
ii. Send to HKPC at AED, 4/F, HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong (Attn: Ms. Stephanie WUN) together with this enrolment form.

3) □ By Telegraphic Transfer
i. Please note that service charge would be bore by registrants; you are reminded to choose "Remitter to pay all charges" for the "Fund Transfer Charges" choice.
ii. Telegraphic Transfer form/receipt needed to be handed in together with this enrolment form.
iii. Registrants should transfer HKD16,000 (USD 2,060) to bank account with details as follows:
   Bank Name: Standard Chartered Bank (Hong Kong) Limited
   Bank Address: 4-4A Des Voeux Road Central, Hong Kong
   Account Name: Hong Kong Productivity Council
   Account Address: HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong
   Account No: 447-107-1900-3 Bank Code: 003 Branch Code: 447
   Bank Branch: Hong Kong Office Swift Code: SCBLHKHH

*Please delete as appropriate

NOTE:
1. I declare that all the information provided in this enrolment form and the attached documents are, to the best of my knowledge, accurate and complete.
I have **read** and **accepted** all the terms and conditions of the "Important Note" in this enrolment form.
2. Personal Information Collection Statement (PICS)
Personal data (including your name, contact details and other information) provided by you will be used for the purpose of the administration, evaluation and management of your registration. You have a right to request access to, and to request correction of, your personal data in relation to your application. If you wish to exercise these rights, please send email to: edm@hkpc.org.
HKPC intends to use the personal data (i.e. your name, company name, phone number and email address) that you have provided to promote the latest development, consultancy services, events and training courses of HKPC and our business partner(s) organizing this event. The personal data that we have collected may be transferred to our business partner(s) for the above mentioned purposes for which the personal data are to be used. We may not so use your personal data unless we have received your written consent. Should you find such use of your personal data not acceptable, please indicate your objection by ticking the box(es) below.

☐ I object to the proposed use of my personal data in any marketing activities arranged by HKPC.

☐ I object to the proposed transfer of my personal data to HKPC's business partner(s) of this event in any marketing activities.

Applicant's Signature: _____ Date: _____

Terms and Conditions:

1. Programme fee must be submitted together with this form (or photocopy of this form) before programme commencement, otherwise enrolment will be rejected.
2. Personal Data collected will be used for processing your application for admission, registration, academic, administrative, research and statistical purposes and will also be used for marketing purposes, specifically for the purpose of sending you information relating to HKPC's latest developments, industry support services, consultancy services, events and training programmes. Personal Data will be treated in strict confidence. Unless otherwise agreed by you, HKPC will not transfer Personal Data to any third parties. HKPC implements a policy governing the collection, use and retention of Personal Data, which is made available at the enrolment counter. You may also contact Personal Data Controlling Officer of HKPC for further details.
3. You may make payment by credit cards, EPS or cheques. Amount received will be imprinted on the official receipt. Only receipt printed with receipt printers at HKPC is valid. Receipt of cheque payment is subject to bank clearance.
4. Enrolment fee (in full or in part) is not refundable except if HKPC is notified in writing of your withdrawal:
- **at least 5 working days** before the programme commencement for training program run by **local speaker**
- **at least 15 working days** before the programme commencement for training program run by **overseas speaker**

A handling charge of **HK$200** will be levied. For payment made by credit card, an additional **bank charge of around 4%** of the enrolment fee will be imposed.
5. You may, subject to the prior approval of HKPC, nominate a person to attend the programme on your behalf. Programme switching request will not be accepted.
6. HKPC reserves the right to reject any application in any circumstances and for whatever reasons. Payment of fees should only be construed as conditional acceptance of application. To be accepted for any application, you are required to fulfill the admission requirements.
7. HKPC reserves the right to replace the speaker and/ or change the contents, venue and/or time as may be necessary.
8. Classes in the morning (09:00-13:00), afternoon (14:00-17:00) or evening (18:30-22:00) will be cancelled if:
   (1) Tropical Cyclone Signal No.8 or above OR Black Rainstorm Warning remains hoisted after 6:00 a.m., 11:00 a.m. and 4:00 p.m. respectively; OR
   (2) Tropical Cyclone Signal No.8 or above OR Black Rainstorm Warning is announced by the Hong Kong Observatory to be hoisted at/after 6:00 a.m., 11:00 a.m. and 4:00 p.m. respectively.
   You will be notified of the re-scheduling arrangement as soon as possible.
9. These terms and conditions are subject to revisions as may be set out in the programme pamphlets and the latest updates in the Institute's website.

HOW TO APPLY:

Please complete the enrolment form and email to stephaniewun@hkpc.org together with the enrolment fee on or before 1 March 2017.

ENQUIRY:

Please contact Ms Stephanie WUN/Mr Kyle LIU/Mr Henry FONG at
Tel: (852) 2788 5547/2788 5682/2788 6354
Fax: (852) 2788 5405
E-mail: stephaniewun@hkpc.org/kyleliu@hkpc.org/henryfong@hkpc.org

Credit Card Authorization Form 信用卡付款授權書

To: Hong Kong Productivity Council 香港生產力促進局

Program Name: : **Training Course on Medical Device Adverse Event Investigation and Management**
Program Date : 22nd — 24th March 2017
Enrolment Deadline : 1st March 2017
Applicant's Name : _____

I hereby authorize Hong Kong Productivity Council to charge my credit card account for payment of training fee.
本人授權香港生產力促進局，從本人下述之信用卡賬戶支付以上之課程費用。

☐ Visa / ☐ Master (*Please tick as appropriate* 請選擇其一)

Total Payment Amount 支付總金額	HK$ 16,000 (USD 2,060)
Cardholder's Name 持卡人姓名	_____ *(Note: Must be the same as shown on credit card.* 註：必須與信用卡相同。*)*
Card Number 信用卡號碼	_____- _____- _____- _____
Expiry Date (MM/YYYY) 有效日期(月/年)	_____/_____ *(Note: The expiry date should be later than the course end date.* 有效日期應在課程完結之後。*)*
Cardholder's Signature 持卡人簽署	_____
Date 日期	_____