Ymddiriedolaeth GIG Prifysgol Felindre
Velindre University NHS Trust

Pencadlys Ymddiriedolaeth GIG Prifysgol Felindre
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2 Cwrt Charnwood
Heol Billingsley
Parc Nantgarw
Caerdydd/Cardiff
CF15 7QZ
Ffôn/Phone : (029) 20196161
https://velindre.nhs.wales

Date: 28th August 2026
Ref: CORP 26/27 - 066

Dear xxx

Freedom of Information request: Adoption and Business Case Process for New and Innovative Medical Technologies (CORP 26/27 – 066)

Thank you for your request for information which the Trust received on 9th July 2026. We apologise for the delay in response.

Your Request:

1. *A copy of the current business case or application template(s) used to seek approval for the introduction of a new or innovative clinical technology as defined above, including implantable, high-cost, and specialised devices.*
2. *A copy of the capital business case template(s) used for significant clinical capital equipment (for example the Strategic Outline Case, Outline Business Case, and Full Business Case, or equivalent staged templates), where these are distinct from the template at (1).*
3. *The name of the committee(s) or group(s) responsible for approving each of the following, and confirmation of which committee owns each: (a) new and innovative medical devices, including implantables and high-cost or specialised devices; (b) novel interventional procedures or techniques; (c) significant clinical capital equipment such as robotic systems and theatre tables; and (d) digital health or Software as a Medical Device.*
4. *The Terms of Reference for each relevant committee.*
5. *The membership of each relevant committee by role or job title, and the name or job title of the chair or responsible officer.*
6. *The meeting frequency of each relevant committee, the scheduled meeting dates for the current and forthcoming year, and the deadline for submission of papers ahead of each meeting.*
7. *Any additional standard submission forms associated with the process (for example a new product or device request form, clinical evaluation form, risk assessment template).*
8. *Any evaluation or scoring criteria used to assess submissions, and any financial thresholds or delegated authority limits that determine escalation to executive or Board approval, including the point at which a case moves between the revenue and capital routes.*
9. *The policy or standard operating procedure governing the introduction of new medical devices and innovative technologies.*

Please find the Trust's response below:

Procurement is often undertaken by NHS Wales Shared Services Partnership (NWSSP) - https://nwssp.nhs.wales/ourservices/procurement-services/

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1. **A copy of the current business case or application template(s) used to seek approval for the introduction of a new or innovative clinical technology as defined above, including implantable, high-cost, and specialised devices.**

   Please see Appendix 1.

2. **A copy of the capital business case template(s) used for significant clinical capital equipment (for example the Strategic Outline Case, Outline Business Case, and Full Business Case, or equivalent staged templates), where these are distinct from the template at (1).**

   For high-value cases, these would usually go via the 5-case model through Welsh government, an example of the templates can be found at: https://www.gov.wales/five-case-model-templates

3. **The name of the committee(s) or group(s) responsible for approving each of the following, and confirmation of which committee owns each: (a) new and innovative medical devices, including implantables and high-cost or specialised devices; (b) novel interventional procedures or techniques; (c) significant clinical capital equipment such as robotic systems and theatre tables; and (d) digital health or Software as a Medical Device.**

   All new medical devices go through the procurement process described in the Trust's medical device policy - https://velindre.nhs.wales/policies/quality-and-safety/qs24-medical-devices-and-equipment/?ts=1785235177299* .This includes all software and hardware, which would involve a report to the Medical Device Management Group (MDMG).

   Some devices such as those involving the use of Ionising Radiation would be scrutinised by the Radiation Protection and Medical Exposures Operational Group (RPMEOG) that reports to the Radiation Protection and Medical Exposures Strategic Committee (RPMESC) from there to Trust Executive Management Board (EMB)and Quality, Safety and Performance Committee (QSP). Devices involving radiation are then reported to Medical Devices Management Group (MDMG).

   https://velindre.nhs.wales/policies/quality-and-safety/qs19-ionising-radiation-safety/?ts=1785235426003

   Novel interventional procedures or techniques would be implemented via the directorate structure within the division, with, if necessary, liaison with the MDMG should purchases be required.

   *Please note the Medical Devices policy is currently being updated and is expected to proceed through Governance to be adopted in the coming months. The updated policy will then be updated on our website.

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4. **The Terms of Reference for each relevant committee.**

   RPMEOG and RPMESC can be found within the Ionising Radiation Policy: https://velindre.nhs.wales/policies/quality-and-safety/qs19-ionising-radiation-safety/?ts=1785235426003

   MDMG can be found in the appendices of the Medical Devices Policy - https://velindre.nhs.wales/policies/quality-and-safety/qs24-medical-devices-and-equipment/?ts=1785235177299*

   QSPC Terms of Reference can be found on our website - https://velindre.nhs.wales/about-us/board-and-committee-structure/.

5. **The membership of each relevant committee by role or job title, and the name or job title of the chair or responsible officer.**

   Medical Device Management Group (MDMG)
   Chair; Director of Medical Physics and Clinical Engineering
   Exec lead; Chief Operating Officer – Anne Carey

   Radiation Protection and Medical Exposures Operational Group (RPMEOG).
   Chair; Director of Medical Physics and Clinical Engineering
   Exec lead; Medical Director - Dr Jacinta Abraham

   Radiation Protection and Medical Exposures Strategy Group (RPMESC).
   Chair; Director of Medical Physics and Clinical Engineering
   Exec lead; Medical Director - Dr Jacinta Abraham

6. **The meeting frequency of each relevant committee, the scheduled meeting dates for the current and forthcoming year, and the deadline for submission of papers ahead of each meeting.**

	Documentation Deadline	
RPMEOG	**Reports**	**Documents for Consideration**
23/07/2026	16/07/2026	09/07/2026
22/10/2026	15/10/2026	08/10/2026
28/01/2027	21/01/2027	14/01/2027
22/04/2027	15/04/2027	08/04/2027

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	Documentation Deadline	
RPMESC	**Reports**	**Documents for Consideration**
08/09/2026	01/09/2026	25/08/2026
11/02/2027	04/02/2027	28/01/2027
	Documentation Deadline	
MDMG	**Reports**	**Documents for Consideration**
29/07/2026	22/07/2026	15/07/2026
28/10/2026	21/10/2026	14/10/2026
28/01/2027	21/01/2027	14/01/2027
28/04/2027	21/04/2027	14/04/2027

7. **Any additional standard submission forms associated with the process (for example a new product or device request form, clinical evaluation form, risk assessment template).**

   These are determined by the individual departments and the capital planning group.

8. **Any evaluation or scoring criteria used to assess submissions, and any financial thresholds or delegated authority limits that determine escalation to executive or Board approval, including the point at which a case moves between the revenue and capital routes.**

   Items over £5000 are required to follow trust procurement processes – https://velindre.nhs.wales/policies/governance-and-communication/gc02-standing-orders-and-standing-financial-instructions/?ts=1785237171390.

9. **The policy or standard operating procedure governing the introduction of new medical devices and innovative technologies.**

   https://velindre.nhs.wales/policies/quality-and-safety/qs24-medical-devices-and-equipment/?ts=1785235177299*

   *Please note the Medical Devices policy is currently being updated and is expected to proceed through Governance to be adopted in the coming months. The updated policy will then be updated on our website.

I trust this answers your request for information, however, should you not be satisfied with the information supplied or the process of supplying it, you have a right to complain and request a review. Please note that you must submit a request for a review within 40 days of the date of this letter.

You should forward your complaint to:

Mae Ymddiriedolaeth GIG Prifysgol Felindre yn hapus i dderbyn gohebiaeth yn y Gymraeg neu'r Saesneg.
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Mr Ian Bevan via FOI.VUNHST@wales.nhs.uk
Head of Information Governance
Velindre University NHS Trust
2, Charnwood Court
Heol Billingsley
Parc Nantgarw
Cardiff
CF15 7QZ

Should you wish to take your complaint further, if you are still unhappy with the decision after review, you can contact the:

Information Commissioner's Office - Wales
2nd Floor,
Churchill House,
Churchill Way,
Cardiff,
CF10 2HH
Telephone: 0330 414 6421
email: wales@ico.org.uk

Yours sincerely

Non Gwilym
Interim Director of Corporate Governance
Velindre University NHS Trust
2 Charnwood Court
Heol Billingsley
Parc Nantgarw
Cardiff
CF15 7QZ

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Velindre UNHS Trust – Discretionary Capital Prioritisation & Business Case Template

Document Purpose

The Velindre University NHS Trust Capital Planning Prioritisation Framework has been been developed to support the assessment and prioritisation of capital funding proposals from across the Trust. The framework outlines a clear, rational approach and a fair, transparent process to ensure that capital resource is prioritised against greatest need.
Following Executive Management Board approval the document must be signed in line with the approved delegation.
In order to provide the Trust with this information, please complete this form for your individual schemes.

Scheme Name:			
Departmental/Location:			
Responsible Lead:		**Date:**	

1. Brief Description of Scheme

2. Main Benefits *What do you want to achieve/what benefits do you hope to realise?*

3. What are the risks if funding for the scheme is not obtained *Brief outline of Risks* *Detail any measures that can be put in place to mitigate the risk* *Does the scheme have a defined implementation date ?* *What would be the impact if this scheme is delayed.*

Velindre UNHS Trust – Discretionary Capital Prioritisation & Business Case Template

4. Estimated Capital & Revenue Costs (£)

Capital Cost	Year 1 £'000	Year 2 £'000	Year 3 £'000	Total £'000
Building Works				
Fees				
Equipment				
Commissioning				
Digital				
Other (please specify)				
TOTAL				
Estimated Life of Any Equipment (Years)				
Have any other alternative sources of funding been explored? If yes, please give details				
Revenue Costs & Savings	**Year 1 £'000**	**Year 2 £'000**	**Year 3 £'000**	**Total £'000**
Staff Costs				
Maintenance Costs				
Training				
Other Costs (specify)				
Savings (specify)				
TOTAL				

REVENUE COST *(please tick the box)* **Is this a NEW Request for funding ?** **If YES, please liaise with your Finance Representtaive to ensure funds are available.**	Yes / No
If NO, please confirm information where the funding will be funded from	
Is this Revenue – Recurrent or Non-Recurrent *(delete where appropriate)*	Recurrent Non Recurrent
Comments	

Velindre UNHS Trust – Discretionary Capital Prioritisation & Business Case Template

5. Estimated Delivery Timeframe (months) inc BC Development			
Latest Date that the Scheme would need to be approved in order to ensure that the scheme is delivered and completed in the current financial year.			
6. Critical Success Factor (tick if applicable and the reason & evidence for your selection)			Reason(s) / Evidence for selection
	Strategic Fit & Business Needs *(The capital proposal must demonstrate: Alignment with the Trust's strategic objectives ; Holistic fit and synergy with other major programmes and projects)*	☐	
	WBFGA (Well-being of Future Generations Act) https://futuregenerations.wales/wp-content/uploads/2017/02/150623-guide-to-the-fg-act-en.pdf		
	• *A prosperous Wales (where everyone has jobs & there is no poverty)*	☐	
	• *A resilient Wales (prepared for things like floods)*	☐	
	• *A healthier Wales (everyone healthier & able to see a doctor)*	☐	
	• A more equal Wales *(equal chance whatever their background)*	☐	
	• A Wales of cohensive communities *(communities can live together happily)*	☐	
	• A Wales of vibrant culture & thriving Welsh Language *(do different things & lots of people speak Welsh)*	☐	
	• A Wales of vibrant culture & thriving Welsh Language *(do different things & lots of people speak Welsh)*	☐	
	• A globally responsible Wales *(look after environment & think about other people around the world)*	☐	

7. Key Drivers & Evaluation Criteria (score low, significant or critical) and the reason & evidence for your selection (STEEEP)		**SCORE** (Refer to Fibonacci Scoring Sequence (Appendix 1)	**Reason(s) / Evidence for selection**
	Safety		
	Timeliness		
	Equity		
	Effectiveness		
	Efficiency		
	Patient / Donor Centred		

KEY DRIVERS & EVALUATION CRITERIA (STEEEP)	
Safety	Consider how the capital proposal will reduce risks and enhance patient/donor safety. **Examples** - Automation / new equipment that minimises errors. **Evidence** - Compliance with safety standards/regulatory requirements, reduction in adverse events, improved patient/donor outcomes

Velindre UNHS Trust – Discretionary Capital Prioritisation & Business Case Template

Timeliness	Consider how the capital proposal will reduce waiting times and improve access to services. **Examples** - Reduced wait times (applicable to both patients/donors). **Evidence** - improved access to services, timely delivery of services.
Equity	Consider how the capital proposal will promote equitable access to services for all. **Examples** - Promotion of equitable access, addressing inequalities. **Evidence** - Access to services, reduction in disparities, and inclusive services.
Effectiveness	Consider how the capital proposal will improve outcomes and the quality of services. **Examples** - New equipment with improved functionality. **Evidence -** evidence-based services, performance metrics.
Efficiency	Consider how the capital proposal will optimise resource use and reduce waste. **Examples** - energy-efficient building enhancements or systems that streamline administrative processes. **Evidence** - Cost savings, resource utilisation, and operational efficiency.
Patient / Donor Centred	Consider how the capital proposal will enhance the patient/donor experience and meet patient/donor needs. **Examples** - Upgrading facilities to be more comfortable or implementing systems that improve patient/donor comms. **Evidence** - Patient/donor satisfaction scores, patient/donor engagement and personalised services

8. Does this Capital Scheme directly impact on any other Departments i.e. Estates, Facilities, IM&T, QA etc.

Resource Required *(Required to provide resource to support implementation of the change)*	**Department Involved** *(involved in decision making and may be involved in any working groups that are established but not directly required to provide resource to support)*

9. Details of Existing Assets being Replaced / Traded in.	Asset Number	
	Serial Number	
	Make	
	Model	
	Year Acquired (if known)	

10. Procurement Plan

Is this Single Tender Action (STA) / Single Quotation Action (SQA)		Yes / No
Which Procurement Route is to be followed?	Quotations Required (£5k - £30k)	Yes / No
	Tenders Below Threshold Required (Over £30k)	Yes / No
	OJEC Advert Required (above Threshold)	Yes / No
	Existing Framework (please state if known)	Yes / No

ADDITTIONAL COMMENTS - ***Please insert any additional information i.e. any procurement information, timescales etc.***

Completed By	

Velindre UNHS Trust – Discretionary Capital Prioritisation & Business Case Template

11. Equality Impact Assessment *For more information: https://nhswales365.sharepoint.com/sites/VEL_Intranet/SitePages/E.aspx*	Choose an item
Include further detail relating to the EQIA	

12. Authorisation

Project Manager

Name			
Signed		**Date**	

Project Sponsor

Name			
Signed		**Date**	

Finance Manager

Name			
Signed		**Date**	

Director

Name			
Signed		**Date**	

PLEASE SEND COMPLETED FORM TO:
Trust Capital Planning & Financial Planning & Reporting Teams

Appendix 1

FIBONACCI SCORING SEQUENCE

Relative Value	Safety	Timeliness	Equity	Effectiveness	Efficiency	Patient / Donor Centered
1						
2		Low	Low		Low	
3		Significant	Significant		Significant	
5		Critical	Critical		Critical	
8	Low			Low		Low
13	Significant			Significant		Significant
21	Critical			Critical		Critical
34						
55						

SCORE	Priority Rating
0-30	Low
31-48	Significant
49-78	Critical

PLEASE SEND COMPLETED FORM TO:

SERVICE / FUNCTIONAL LEADS