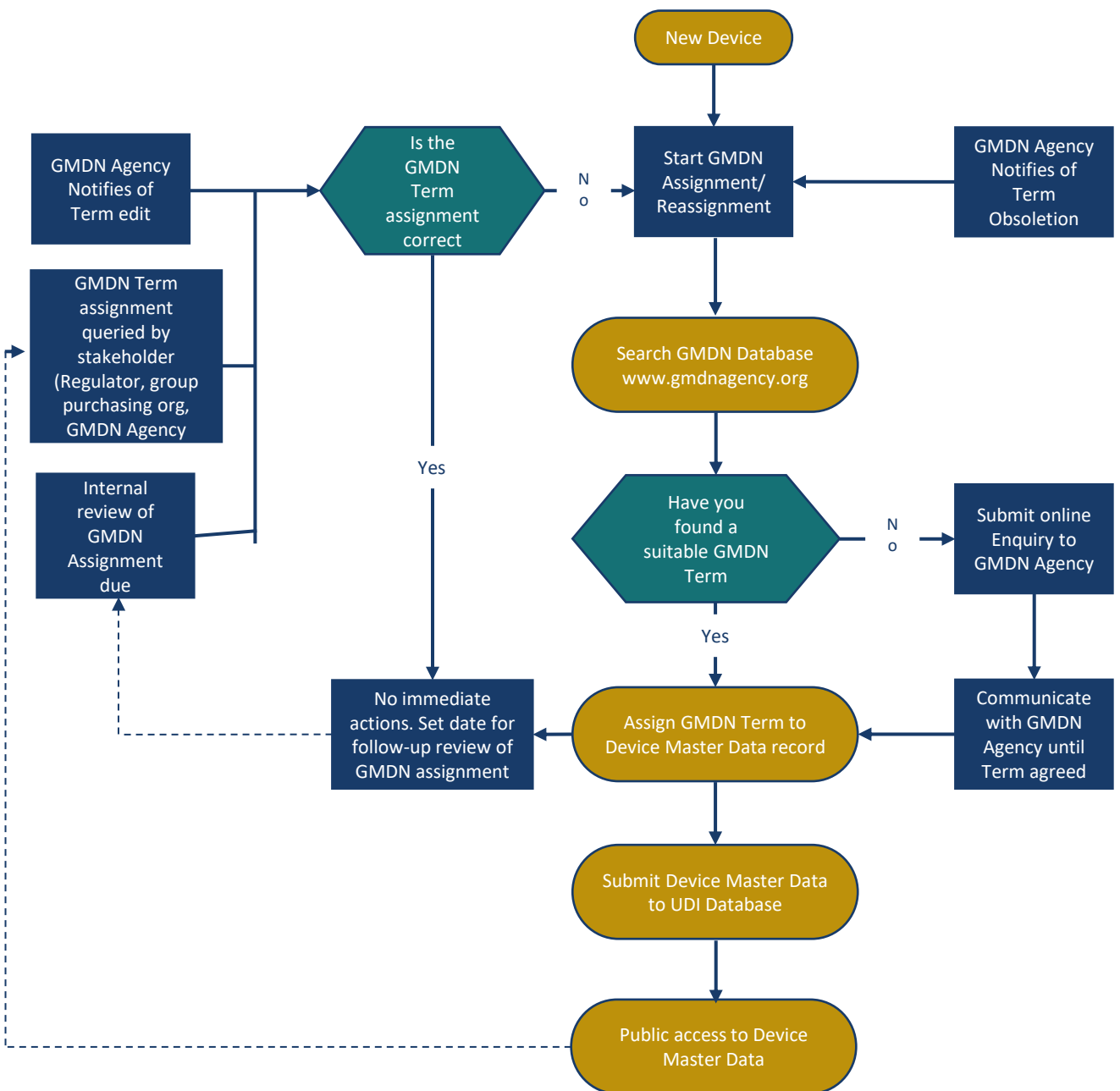


GMDN Manufacturers Code of Good Practice

We've created this Code of Good Practice for Manufacturers that use the GMDN. We believe that Manufacturers that adopt our Code of Good Practice and embed it within their organisation will see improvements in their experience and use of the GMDN.

The Code of Good Practice is designed to help Manufacturers correctly assign terms so that their products are included on procurement lists where considerations are made based on the GMDN.



Guidance

▪ **Have a global approach to nomenclature in your organisation**

We encourage manufacturers to promote the best practice proposed in this guidance within their organisation and ensure proper management of their GMDN data with a documented quality management process. We have provided a 'model' GMDN Standard Operating Procedure (SOP) which you can adapt to meet your specific needs.

▪ **Have only one GMDN account for your organisation**

A single GMDN account will help the organisation to manage the terms to which they assign to their devices. This includes having a central account for updates on term changes (For example, new, amended and obsoleted Terms).

Within each account, the organisation can have different individual users and allocate each user the permissions relevant to their responsibility.

▪ **Identify who has overall responsibility for GMDN in your organisation**

The GMDN promotes the idea of setting account permissions relevant to individual users needs and responsibilities, users with the 'User' permission has responsibility for setting permissions for other users in their organisation and therefore should have the knowledge about the different permissions available. Further guidance on setting user permission is available in our User Guides.

▪ **Set user permissions and notification actions**

The first registered user will, by default, have all the permissions available to them when their account is setup. They will also be able to set up additional users for individuals within their organisation and assign permissions to them. Each user can also set their own notifications preferences, which provide a channel of communication about Term changes and news from the GMDN Agency.

▪ **Send us Enquiries in good time**

Our enquiry process is based on priority, with those from paid memberships always having top priority than those submitted from basic membership accounts. We always encourage all manufacturers to submit their enquiries in plenty of time. The GMDN is a dynamic database and at times, a new term will affect other existing terms, which may have to be reviewed alongside the development of the new term. This can make the process lengthier than expected. That is why we suggest you submit your enquiries at the earliest possible opportunity.

▪ **Encourage staff to do training on GMDN and promote good practice**

We have training materials our website which we encourage our members to explore, to ensure you have a good understanding of the GMDN and get the most out of the data.

The first registered user should complete the GMDN training and encourage others within their organisation who will be using the website to do the same.

In addition to the on-line resources, we also offer bespoke training remotely (via Teams, Zoom) or in-person, to teams within organisations, trade associations and regulators. Please contact us for more information.

▪ **Stay in touch with the GMDN Agency**

Manufacturers and their input form the backbone of our database and it is paramount that we maintain good communication channels. Whenever there are changes to Terms you may be subscribed to, a 'notification' that is sent out via e-mail to alert you. We encourage that you 'opt-in' to these notifications, and also check they don't end up in your 'spam' or 'junk' folder.

We also have an 'opt-in' newsletter, which you can subscribe to, to stay ahead with news about the Agency and any key developments regarding the GMDN data set.

From time to time, we may request your input when reviewing our GMDN terms. This is an important part of maintaining the terminology to ensure that it always represents devices on the market as accurately as possible. We also understand that this requires time on your part, and we are very appreciative of the responses and any additional information that you provide.

The GMDN is also on social media platforms such as Facebook and LinkedIn, where we share news and other interesting articles from within the MedTech industry.