

HARBOR-UCLA MEDICAL CENTER

SUBJECT: EQUIPMENT COMPETENCE

POLICY NO. 225

PURPOSE:

To provide guidance and to ensure competency of workforce members' use of equipment.

POLICY:

This policy will provide a system for validation of workforce member competence in the safe, correct and effective use of required equipment. Each department will develop guidelines for validating the competence of workforce members for equipment use. Each department will develop a record keeping system adequate for the unique need of its service and staff. The system developed will be in compliance with the Joint Commission, State and Federal requirements and other appropriate governing bodies.

Records are to be available for regular review.

PROCEDURE:

1. Each department will maintain a list of equipment and procedures for use, which shall be readily available. Procedures for critical equipment will include failure/emergency procedures as appropriate.
2. It is the responsibility of the supervisor, or designee, to ensure validation of workforce member competence in the use of equipment.
3. It is the responsibility of the workforce member to notify the supervisor, or designee, if s/he has never used a piece of equipment or if unsure of his/her ability to perform competently. Although, the workforce member should inform the supervisor of his/her ability, it is ultimately the supervisor's responsibility to confirm competence with all equipment the workforce member needs to utilize, to fulfill his/her job responsibilities.
4. Competence in the use of equipment will be validated at the following times:
 - During workforce member orientation/probationary period. This will be documented in the workforce member's Education and Training file.

EFFECTIVE DATE: 01/96

SUPERSEDES:

REVISED: 10/04, 08/10, 02/14, 07/17

REVIEWED: 05/98, 02/02, 06/06, 08/10, 02/14, 07/17

REVIEWED COMMITTEE: N/A

APPROVED BY:

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Chief Nursing Officer

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- When a new piece of equipment or a new model is introduced. This is documented consistently with department procedures, and maintained in the workforce member's area file.
 - When a current piece of equipment undergoes significant changes in its capabilities. This is documented consistently with department procedures, and maintained in the workforce member's area file.
 - When a problem is identified through the Quality Improvement process. This is documented consistently with department procedures, and maintained in the workforce member's area file.
5. The responsible department will monitor contract services for compliance.

REFERENCES:

The Joint Commission, Human Resources Standard HR.01.06.01
Title 22, California Code of Regulations, Division 5