



# Department of Facilities

## POLICY AND PROCEDURE

POLICY NUMBER: 285  
VERSION: 1

### **SUBJECT: PATIENT CARE MEDICAL EQUIPMENT**

---

#### **POLICY:**

Facilities will inspect and service all patient care equipment on a regular basis, as per Regulatory Standards, The Joint Commission Standards, manufactures specifications and the Preventative Maintenance Program.

#### **PURPOSE:**

To ensure the safe and reliable operation of all medical equipment. Where periodic checks identify that the equipment is not functioning properly, prompt corrective actions will be taken.

#### **PROCEDURE:**

All maintenance and repairs are to be done as per the manufactures specifications, The Joint Commission standards and the preventative maintenance program.

1. All patient care equipment used within the facility will be tested according to a written plan to ensure that it is functioning properly before it is put into service.
2. All patient care equipment will be checked at regular intervals using standards and procedures established or accepted by HDRHC. At a minimum, these standards and intervals will comply with the requirement of local codes and applicable national standards. When equipment is identified as defective, it will be removed from the service area or labeled as defective so that it will not be inadvertently used on patients.
3. Where this work is performed by outside service vendors, HDRHC will require written assurance from these vendors that their personnel are adequately trained and qualified and that the test equipment used by the personnel is adequate and properly calibrated.
4. Where this work is performed by in-house staff, they will be properly qualified by appropriate training, and the test equipment will be appropriately calibrated.
5. There will be a written procedure distributed to all appropriate clinical personnel advising them how to request equipment repair service and so ensure that corrective action is taken as quickly as possible. As a part of this procedure, the defective item will be labeled so that it will not then be used inadvertently on a patient.
6. The departmental supervisor who has the defective equipment is responsible for obtaining the required replacement equipment.

<b>POLICY NO:</b> 285	<b>SUBJECT:</b> PATIENT CARE MEDICAL EQUIPMENT	<b>Page 2 of 2</b>
--------------------------	---	--------------------

Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS)	
Date: 10/15/2013	Original Date: 01/04/1994
Reviewed: 04/12/2016	Next Review Date: 04/12/2017
Supersedes:	