



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 286
VERSION: 1

SUBJECT: PORTABLE MEDICAL EQUIPMENT, INITIAL TESTING AND MAINTENANCE

POLICY:

Facilities will identify and implement procedures for, testing and maintaining portable equipment, as per Regulatory compliance, The Joint Commission, manufactures specifications and the Preventative Maintenance Program.

PURPOSE:

To ensure to safe and proper operation of medical equipment.

PROCEDURE:

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

All portable and other non-fixed medical equipment will be tested by the Biomedical Shop.

UPON DELIVERY:

1. Purchasing will call the Biomedical Shop for inspection and testing of all newly received medical equipment. Damaged goods will be returned to the supplier.
2. The Biomedical Shop will unpack and inspect the equipment for hidden damage. In addition, The Biomedical Shop will determine if all required operating and service information was supplied with the equipment. If any damage is observed or documentations is missing, the Biomedical Shop will notify purchasing. The Biomedical Shop will hold the equipment and packaging. Materials Management will notify the supplier to take necessary action.
3. The Biomedical Shop will conduct appropriate performance and safety inspections and calibration checks. When it is determined that the equipment meets all requirements for performance and safety, The Biomedical Shop will release the equipment for installation and/or use.

INSTALLATION

1. All fixed and mounted equipment will be installed as specified in the purchasing agreement.

New Equipment:

Before being put into service, each new piece of hospital equipment must be checked and properly recorded by the Facilities staff. At that time, it will be given a B.E.C. number

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and added to the master equipment list. An electrical safety check and routine inspection survey form is to be completed and Electrical Safety Sticker attached to the equipment. An electrical safety test will be conducted using a current leakage meter and a visual test of all 3-wire cords and caps.

Electrical leakage shall NOT exceed 300 micro amps for direct patient care equipment, and 500 micro amps for non-patient care equipment. Ground resistance shall not exceed 500 milli ohms.

A functional test will be made by operating the equipment to ensure it is in good operating condition.

After being put into service, the equipment is to be checked on a regularly scheduled basis and a preventive maintenance work order is to be completed.

Existing Equipment Now in Service:

Equipment currently in service is to be given a BEC number, an electrical safety check is to be done, a routine inspection survey form is to be completed and an Electrical Safety Sticker attached to the equipment.

Electrical leakage shall NOT exceed 300 micro amps for direct patient care equipment, and 500 micro amps for non-patient care equipment. Ground resistance shall not exceed 500 milli ohms.

A functional test will be made by operating the equipment to ensure it is in good operating condition.

The equipment is to be checked on a regularly scheduled basis and a preventive maintenance work order is to be completed.

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