

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER		
Facilities Management		
POLICY AND PROCEDURES		
SUBJECT:	BIOMEDICAL SHOP POLICY	Policy No.: 308
Reviewed: March 2018	Supersedes: JUNE 2010	Page 1 of: 1

Responsibilities:

Establish guidelines for the Bio-medical shop responsibilities, and to ensure all staff use plans, specifications, instruction manuals, and parts lists furnished by the contractors and/or manufacturers, that are now in the shops and/or in the Facilities Managers office.

The Bio-medical supervisor reports to the Assistant Director of the Facilities Management Department.

The shop is responsible for:

1. Proper operation, calibration, testing and maintenance of all Hospital Medical Equipment, except Radiology. Dental (X-Ray and OR Sterilizers which are under vendor contract).
2. Performing ground resistance and leakage current testing of equipment, including all incoming electrical equipment that plugs into receptacles.
3. Performing electrical checks on equipment that is wired direct, (hard wired) and fused at an electrical sub-panel - the sub panel is checked annually by the Electric shop.
4. Maintaining a current and accurate inventory of all medical equipment.

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