

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
DEPARTMENT: FACILITIES
POLICY & PROCEDURE

NUMBER: 744
VERSION: 1

SUBJECT/TITLE: INITIAL TESTING AND INSTALLATION OF MEDICAL EQUIPMENT

POLICY: All new medical equipment will be tested upon delivery or after installation to assure that performance and safety specification are met.

PURPOSE:

DEPARTMENTS: FACILITIES

DEFINITIONS:

PROCEDURE: TESTING ON DELIVERY

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

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2. The manufacturer, supplier, or the Biomedical Shop will install or mount the equipment as required.
3. All required power and signal lines will be installed and certified as specified in the purchasing agreement.
4. All fixed and mounted equipment will be tested for performance and safety as specified in the purchasing agreement. The Biomedical Shop and appropriate clinical staff will review all certification testing and calibration not performed by hospital staff.

References:	
Approved by: Robert Ross (Director, Facilities)	Date: 08/12/2009
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