

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

**NUMBER: 745**  
**VERSION: 1**

**SUBJECT/TITLE:** INITIAL TRAINING AND COMPETENCE EVALUATION FOR BIOMEDICAL EQUIPMENT

**POLICY:** All clinical and Biomedical Engineering staff expected to use or service new medical equipment will participate in appropriate training and demonstrate competence prior to applying the equipment clinically or servicing the equipment.

**PURPOSE:**

**DEPARTMENTS:** FACILITIES

**DEFINITIONS:**

**PROCEDURE:** INITIAL CLINICAL TRAINING

All clinical users of new medical equipment must participate in training and demonstrate competence prior to using the equipment on patients.

1. The user department(s) are responsible for arranging for qualified training for all users of new equipment.
2. All new equipment training material must include, at a minimum, operators manuals, a basic troubleshooting guide, and a set of practice guidelines to measure competence. Competence measurement guidelines must include operation and clinical application of the equipment.
3. If the vendor supplies initial training, separate training must be provided for preceptors or clinical educators. The training must be designed to prepare them for training and evaluating the competence of additional employees effectively after the vendor training period has concluded.

INITIAL BIOMEDICAL ENGINEERING TRAINING

1. All Biomedical Shop staff expected to service new medical equipment must complete appropriate training prior to performing any calibration, inspection, maintenance, or testing.
2. The Supervisor of the Biomedical Shop will determine what the appropriate

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source to training is.

3. When training is provided through a manufacturer or vendor school of site, the staff attending will be responsible for training other biomedical staff as the Supervisor determines.
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 witness 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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