

**OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE**

**NUMBER: 11498
VERSION: 1**

SUBJECT/TITLE: CCT: EQUIPMENT USE AND SERVICE CHECK

POLICY: Equipment Use and Service Check

PURPOSE: All equipment and supplies are to be maintained in a state of constant readiness and optimum performance capability.

DEPARTMENTS: ALL

DEFINITIONS:

PROCEDURE: Patient care equipment must be checked out at the beginning of each shift, and documented on the Equipment Checklist. If the operation of the equipment threatens your ability to care for your patient in any way whatsoever, it must be put out of service and reported immediately.

If any item is found to be non-operative it will be taken out of service, an immediate replacement will be found, and the problem remedied. The replacement will be documented and the report forwarded to the Nurse Manager immediately.

In the event equipment cannot be replaced, the transferring facility is notified prior to transport. The transferring facility will provide the necessary equipment or supplies for the patient transport.

All servicing of equipment will be done per the operation instructions of each piece of equipment and so documented.

References:	
Approved by: Bonnie Bilitch (Chief Nursing Officer), Judith Maass (Chief Executive Officer), Shannon Thyne (Chief Medical Officer)	Date: 06/27/2018
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