

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

**NUMBER: 56  
VERSION: 2**

**SUBJECT/TITLE: BIOMEDICAL EQUIPMENT MAINTENANCE AND CONTROL SYSTEM**

**POLICY:** ValleyCare shall maintain a Medical Equipment Management Plan to:

1. Control the acquisition of medical equipment.
2. Assure operational reliability of medical equipment through programmed maintenance.
3. Reduce risks which may result in unplanned failures.
4. Identify opportunities to improve medical equipment performance.
5. Maintain an inventory and maintenance records for all medical equipment.
6. Meet the requirements of regulatory agencies

**PURPOSE:** To state ValleyCare policy and guidelines for maintenance of medical equipment.

**DEPARTMENTS:** All

**DEFINITIONS:** Medical equipment is defined as electronically operated equipment, used for the diagnosis and/or treatment of patients, which comes into direct contact with the patient.

**PROCEDURE:** When new biomedical equipment is received, Materials Management will call the Facilities Service Center (x4900) to request a new equipment safety check. The Facilities Division will attach a Biomedical Equipment Control number to the equipment and perform a safety check to ensure equipment safety and reliability.

Facilities shall enter data into the computerized Biomedical Equipment Inventory and set up a preventive maintenance schedule.

Detailed policies and procedures on the system shall be maintained by the Facilities Division.

**SUBJECT/TITLE: BIOMEDICAL EQUIPMENT MAINTENANCE AND CONTROL SYSTEM**

**Policy Number: 56**

**Page Number: 2**

|  |                                       |
|--|---------------------------------------|
| References:  |                                       |
| Approved by: Rima Matevosian (Chief Medical Officer) | Date: 08/02/2011                      |
| Review Date: 3/96, 2/02, 1/08, 08/02/2011            | Revision Date: 1/93, 3/96, 2/02, 3/05 |
| Next Review Date: 08/02/2014                         |                                       |
| Distribution: Olive View Hospital-Wide Policies      |                                       |
| Original Date:                                       |                                       |