OLIVE VIEW-UCLA MEDICAL CENTER
RESPIRATORY CARE SERVICES – SLEEP MEDICINE
POLICY & PROCEDURE

NUMBER: 9509
VERSION: 2

SUBJECT/TITLE: EQUIPMENT MAINTENANCE

POLICY: All patient-related equipment will be cleaned by sleep center staff on a regular basis and routinely monitored and inspected for electrical and mechanical safety consistent with manufacturer's recommendations and OSHA regulations

Patient-related equipment includes all facility owned, borrowed, leased, and consigned equipment used for demonstration purposes and data collection, including oxygen equipment, sensors, bands, oximeters, thermistors, beds, PAP equipment, HSAT equipment, and bio-physiologic equipment, computers and equipment in the control room.

PURPOSE: To ensure the safety of patients and personnel and ensure accurate and uninterrupted operation of all patient-related mechanical and electric equipment through routine cleaning and periodic inspections.

DEPARTMENTS: RESPIRATORY CARE SERVICES

PROCEDURE:

1.0 All equipment used in the sleep center will be inventoried and logged prior to its initial use by the bio-medical department.
2.0 A record of all equipment and inspections will be maintained and updated and documented. All records are kept in the Bio-Medical Department.
3.0 Sleep technicians will perform visual, safety and operational tests on all patient related equipment at the beginning of each shift/prior to each use.
4.0 Records of these inspections will be documented and kept on file in the sleep center office to include:
    4.1 Date of inspection;
    4.2Equipment ID information;
    4.3 Repairs or replacements needed
    4.4 Name or initials of individual performing inspection
5.0 Patient equipment will be inspected as follows:
    5.1 All units and cables, leads, etc. are inspected nightly by the recording technician.

5.2 All sensors are inspected nightly by the recording technician and weekly by the manager
5.3 All defective equipment will be pulled and reported to the Bio-med. Dept. and supervisior.

6.0 HSAT equipment will be inspected as follows:
5.1 All units, disposable materials and batteries are inspected prior to shipping or release to patient by the technician. Each HSAT equipment will be packed in the carrying bags provided by the manufacturer prior to being dispersed to the patient. All other processed HSAT equipment should be stored in a locked cabinet, along with the disposable materials, such as the cannulas and belts, should be accessible to the technician.
5.2 All defective equipment will be pulled and reported to the Bio-med Dept. and supervisor

7.0 An equipment inspection log will be used to document repairs, replacements, and safety inspections.

8.0 All disposable equipment will be disposed of in the proper container.

9.0 All patient related non-disposable equipment will be cleaned according to manufacturer's recommendations after each use and treated with appropriate disinfectant if warranted:
9.1 EEG wire electrode ends will be soaked in hot water to remove the 10-20 paste and then wiped down with a disposable germicidal wipe to remove any soiling.
9.2 Thermistor will be wiped down with a disposable germicidal wipe and then sprayed with a germicidal spray to remove any bacteria.
9.3 Non disposable abdominal and thorax belts will be wiped with a disposable germicidal wipe.
9.4 Wires for EKG, LEGS and SNORE SENSOR will wiped with a disposable wipe.
9.5 Any CPAP masks or hoses will be sent to central supply to be sterilized, and the humidifier will be rinsed with hot water and detergent inside and wiped down on the outside with a disposable germicidal wipe.
9.6 Rooms and chairs, tables etc. are cleaned by environmental services.

10 Electrician, bio-medical department or the manufacture of the equipment will be contacted for inspection, repair, or replacement of defective equipment.

11 Annual electrical safety testing will be completed by an electrician or bio-medical department. *The Bio-medical department keeps their own records for all equipment tested.*

12 Yearly inspections by bio-med will include testing for ground fault and will meet the following specifications:
12.1 Electrical resistance of less than 0.5 Ohms from chassis to ground.
12.2 Chassis leakage current of less than 100 micro amps from equipment that will be in direct contact with the patient, and less than 300 micro amps from equipment that will not be in direct contact with the patient, including the recording PC.

13 Devices with sensor issues or failed tests will be removed from service, recorded in the equipment maintenance log and returned to manufacturer for repair.
13.1Issues will be reviewed and analyzed for cause by the technical director.
13.2Trends related to device, sensor or services issues will be identified and addressed in a plan to prevent future failures.

14 Separate clean and dirty areas for all patient related equipment will be maintained and utilized appropriately. All dirty equipment should be kept in the dirty areas until cleaned and processed. Once cleaned, should be in the clean area.

References:	
Approved by: Jeanne Wallace (Division Chief)	Date: 09/19/2017
Review Date: **09/19**/2020	Revision Date:
Distribution: Respiratory Care	