

HACKETTSTOWN REGIONAL MEDICAL CENTER
Administrative Policy & Procedure
Biomed Process

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Effective Date:	February 2002	Policy No:	MM16
Cross Referenced:		Origin:	Materials Management
Reviewed Date:	8/04, 5/05, 11/07, 01/09, 1/10, 4/12	Authority:	Chief Financial Officer
Revised Date:	1/10	Page:	1 of 3

PURPOSE:

To provide a process that identifies policies and procedure for maintaining all equipment within standards established by the Joint Commission.

POLICY:

The hospital provides an environment that minimizes the clinical and physical risks of medical equipment through the safe and effective use and maintenance of such equipment in the hospital's inventory.

The hospital has employed the services of a Biomed Outsourced Service Provider ("Biomed OSP") to perform planned maintenance and biomedical engineering services on equipment owned, leased or otherwise used in the performance of patient care in the hospital's facilities. In certain circumstances, planned maintenance and support is contracted directly with the vendor from which the equipment is purchased or leased or with a comparably qualified vendor.

Written criteria are used to indentify risks associated with medical equipment. These risks include equipment function, physical risks associated with use and equipment history as it relates to patient safety.

The risks identified are used to assist in determining the strategies for maintenance, testing and inspection of medical equipment. In addition, the identified risks are used to guide the development of training and education programs for staff that use or maintain equipment.

The hospital maintains listings of all equipment subject to planned maintenance and the associated vendor contracted to service that equipment.

PROCEDURE:

Initial purchase of Equipment

All medical equipment, whether newly received or returned back from repair, is inspected by the Biomed OSP for electrical safety and proper function before it is put into service. As new equipment is introduced into a Department/Unit, the manager will inspect for an HRMC asset label and a Biomed inspection tag. If either of these identifying labels is missing, the Manager must notify the Biomed OSP for corrective action. The equipment cannot be used until the Biomed OSP has inspected and labeled accordingly.

Medical equipment to be serviced by the Biomed OSP is evaluated and categorized as either High-Risk/Life Support or Other Medical Equipment. Medical equipment is evaluated to determine the appropriate maintenance schedule by using criteria such as the manufacturer's recommendation, accreditation of regulatory requirements, local operating experience and equipment design. The determination of the appropriate strategy is made as part of the initial evaluation of the equipment. Potential strategies include:

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- Interval testing based on specified intervals between testing, inspection or maintenance activity.
- Run-time based inspections which are based on hours of use or other time of use criteria using measurement tools such as on-board clocks.
- Corrective maintenance based on a request for service or failure of the equipment to pass internal self tests.
- Other strategies based on the use of the equipment may include inspection immediately prior to each use for equipment used infrequently, borrowed or rented from vendors or others.

See the MM-16A for the Novamed Risk Based Medical Equipment Inspection Program for a detailed description of the evaluation and risk assignment process.

Upon evaluation, the equipment is added to the existing preventative maintenance schedule. Equipment is serviced by the Biomed OSP according to this schedule and the results are reported to the Manager of Materials Management, monthly.

Monthly Planned Maintenance

The Biomed technician will perform the planned maintenance based on the schedule assigned during the initial evaluation as detailed on the planned maintenance work order established for each type of equipment. All tests and checks indicated on the planned maintenance work order shall be performed and noted as such. The work orders are maintained by the Biomed technician.

Upon completion of the service, the Biomed technician will affix a sticker to the tested equipment noting the date that the equipment was serviced and the date that the next service is due.

The Biomed technician assures that scheduled testing of High-Risk/Life Support Equipment is performed in a timely manner. If the quarterly rate of completion falls below 100%, the Biomed technician will present to the Manager – Materials Management and the Safety Committee, an analysis of the cause of the failure along with recommendation for addressing the issue.

The Biomed technician assures that scheduled testing of Other Medical Equipment is performed in a timely manner. If the quarterly rate of completion falls below 90%, the Biomed technician will present to the Manager – Materials Management and the Safety Committee, an analysis of the cause of the failure along with recommendation for addressing the issue.

Equipment that cannot be located

During the last week of the month, the Manager of Materials Management reviews the current month's service schedule and the progress made to-date by the Biomed OSP. A listing of equipment for which planned maintenance is due, but the equipment can not be located, is compiled and sent to each of the department/unit leaders with a request to perform a department wide search for the identified equipment.

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In most cases, the equipment is currently in use by a patient. The hospital makes all efforts to remove equipment from a patient's use to be serviced within the designated month unless the removal of such equipment would have a negative impact on the patient's care. Upon removal from the patient's use, the Biomed OSP will be notified so that the equipment can be serviced before being put into use again.

Equipment that cannot be located will be noted as such and maintained in the equipment list for up to three cycles of the planned maintenance schedule, after which time the equipment will be deemed lost and removed from inventory.

If equipment that has been deemed lost is subsequently found, the planned maintenance will be performed before the equipment will be placed back in service.

Other Vendor Service

Medical equipment to be serviced by a vendor other than the Biomed OSP will be monitored by the Department/Unit Manager and serviced based on the manufacturers recommended service schedule unless more frequent intervals are determined to be necessary.

Equipment Listings

The Manager of Materials Management maintains listings of all medical equipment used in the facility. The equipment is categorized by department and the vendor responsible for servicing the equipment.