

	POLICY Number: 7311-95-005 Title: Medical Equipment – Management, Inspection, Maintenance and Repair
Authorization <input type="checkbox"/> President and CEO <input checked="" type="checkbox"/> Vice President, Finance and Corporate Services	Source: Director, Facilities Management Cross Index: Date Approved: July 17, 2013 Date Revised: Date Effective: July 26, 2013 Date Reaffirmed: Scope: SHR and Affiliates

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DEFINITION

SHR staff means SHR employees, practitioner staff, professional staff, affiliate staff and students.

Medical Equipment means instruments with mechanical and/or electrical components used in diagnosis, monitoring or treatment of patients/clients/residents. Examples include but are not limited to: diagnostic equipment (e.g. x-ray, CT, MRI machines), endoscopes, medical laboratory equipment (e.g. centrifuges and analyzers), dialysis equipment, electronic medical monitors, intravenous pumps, lasers, ventilators, medical beds including stretchers and operating tables, wheelchairs, patient lifts, ventilators and suction devices. Medical equipment does not include reusable/sterilized instruments or single-use medical devices/equipment.

1. PURPOSE

The purpose of this policy is to establish Saskatoon Health Region's (SHR's) requirements for management, inspection, maintenance and repair of medical equipment that is owned and/or leased by SHR and Affiliates.

2. PRINCIPLE

- 2.1 Properly functioning medical equipment is required to provide safe patient care.
- 2.2 SHR has a responsibility to ensure properly functioning medical equipment that is purchased and/or leased in the region.

3. POLICY

- 3.1 SHR and Affiliates shall ensure all medical equipment is maintained to ensure safe functioning.¹

¹ Occupational Health and Safety Act, 1993 s.25(1)

INFORMATION MANAGEMENT

- 3.2** Prior to operationalizing, deployment or transfer of medical equipment the following information must be obtained:
- 3.2.1 Current location (facility/department/unit)
 - 3.2.2 Asset # (if all ready assigned)
 - 3.2.3 Equipment Name
 - 3.2.4 Manufacturer Name
 - 3.2.5 Model #
 - 3.2.6 Serial #
 - 3.2.7 Purchase date
 - 3.2.8 Purchase price
 - 3.2.9 Manufacturer recommended preventative maintenance plan
 - service provider (SHR in-house service or manufacturer/service contract)
 - 3.2.10 Manufacturer validated cleaning process or CSA Standard(s)
 - including power features (switches, keyboards, locks, lights etc.) and approved hospital grade cleaning/disinfection products
 - 3.2.11 Limitations on reprocessing/life cycle/number of uses

3.3 SHR Owned and Operated

All medical equipment acquired by SHR (either by new acquisition or transfer of existing) must be documented and reported to Facilities Management (see procedure).

3.4 Affiliates

All medical equipment acquired by affiliates/homes must be documented.

- 3.4.1 Each Affiliate determines how and where their medical equipment information will be retained (locally with administration or within the SHR medical equipment database).

INSPECTION

- 3.5** All medical equipment used in SHR and affiliates requires a safety inspection prior to initial use.
- 3.6** All staff using medical equipment shall be trained on the medical equipment and conduct a visual inspection of the equipment prior to every use.

MAINTENANCE and REPAIR

- 3.7** All medical equipment inspection, maintenance and repair must be performed by the manufacturer, a trained and qualified biomedical technician (SHR), trained Facilities Management staff (SHR) or trained affiliate maintenance staff.
- 3.8** SHR and Affiliates will maintain maintenance plans and repair records for all medical equipment used, for as long as the medical equipment is in use (see procedure).
- 3.9** All medical equipment used in SHR and affiliates requires regular cleaning as outlined in the manufacturer's recommendations.

4. ROLES AND RESPONSIBILITIES

4.1 Managers/Supervisors/Project Managers/Administrators (or designate)

- 4.1.1 Advise Facilities Management/Administrator of medical equipment asset information.
 - 4.1.1.1 Work with Facilities Management/ or Affiliate leadership to ensure a maintenance plan is in place for each piece of medical equipment.
 - 4.1.1.2 Manufacturer serviced equipment: monitor service provisions as outlined in the service contract.
- 4.1.2 Ensure safety inspection of medical device prior to initial use.
- 4.1.3 Ensure medical equipment users are trained on medical equipment use.
- 4.1.4 Ensure ongoing visual inspections prior to use of medical equipment.
- 4.1.5 Ensure cleaning as required.

4.2 SHR Facilities Management/Affiliate Maintenance Staff

- 4.2.1 Maintain the medical equipment database(s).
- 4.2.2 Assist with development of medical equipment maintenance plans and retain medical equipment maintenance plan information.
- 4.2.3 Maintain maintenance and repair records of all SHR/affiliate serviced medical equipment.
- 4.2.4 Assist with initial inspection of medical device.
- 4.2.5 Assist with end user training of the medical equipment.
- 4.2.6 Maintain/service medical equipment as per established maintenance plan (except where provided by the manufacturer).
- 4.2.8 Provide Managers/Supervisors/Administrators electronic access to medical equipment information within their area.

5. POLICY MANAGEMENT

The management of this policy including policy education, monitoring, implementation and amendment is the responsibility of Director, Facilities Management.

In affiliates, the Administrator/Site Leader is responsible for policy education, monitoring and implementation.

6. NON-COMPLIANCE/BREACH

Non-compliance with this policy will result in a review the incident. Repeated breach of this policy may result in termination of employment and/or privileges at SHR.

7. REFERENCES

SHR Policy Management of Surplus Assets

Infection Prevention and Control Policy Non-Critical Patient Care Equipment – Cleaning and Disinfection (20-80), SHR Infection Prevention and Control Manual.

PROCEDURE	
Number: 7311-95-005 Title: Medical Equipment – Management, Inspection, Maintenance and Repair	
Authorization <input type="checkbox"/> President and CEO <input checked="" type="checkbox"/> Vice President, Finance and Corporate Services	Source: Director, Facilities Management Cross Index: 7311-50-008 Date Approved: July 17, 2013 Date Revised: Date Effective: July 26, 2013 Date Reaffirmed: Scope: SHR and Affiliates

1. PURPOSE

The purpose of this procedure is to establish the process for SHR and Affiliate owned and leased medical equipment including: management, inspection, maintenance and repair.

2. PROCEDURE

INFORMATION MANAGEMENT

2.1 Manager/Supervisor (or designate) advises Facilities Management of each piece of medical equipment (new, in use and upon transfer) using the Medical Equipment Asset Submission Form ([accessible from the InfoNet/Facilities Management/Work Request Submission Form/Assets \(tab\)/Asset Submission/Transfer Form](#))).

2.1.1 Affiliates determine where medical equipment information will be retained (locally or within the SHR (Facilities Management) medical equipment database).

- If SHR medical equipment database, the above process applies.
- If locally, affiliates develop their own process for managing medical equipment information.

2.1.2 Managers/Supervisors/Affiliates (optional) have access to SHR medical equipment database information for their department/unit (accessible from the InfoNet/Facilities Management/Work Request Submission Form/Assets (tab)/View Assets).

2.1.3 Manager/Supervisor works with Facilities Management/maintenance staff to determine the appropriate service provider.

2.2 Facilities Management/designated affiliate staff record the information received.

2.3 Maintenance staff assigns an identifier and attaches to the equipment.

Inspection

2.4 Contact the service provider for inspection prior to initial use (this could be either the manufacturer, a trained and qualified biomedical technician (SHR), trained Facilities Management staff (SHR) or trained affiliate maintenance staff.

MAINTENANCE and REPAIR

2.5 SHR/affiliate serviced medical equipment

- 2.5.1 Upon receipt of the *Medical Equipment Asset Information Form*/medical equipment information, Facilities Management/affiliate maintenance staff develop a maintenance plan according to manufacturer's recommendations.
- 2.5.2 Facilities Management/affiliate maintenance staff perform medical equipment maintenance in accordance with the maintenance plan.
- 2.5.3 Facilities management/affiliate maintenance staff document all service and repairs performed (SHR: in the medical equipment database).
 - 2.6.4 If Affiliates are using the SHR database, advise Facilities Management of maintenance service and repairs.
- 2.5.4 Contact SHR Facilities Management Customer Service Centre/affiliate maintenance staff (as appropriate) for any repairs outside of the maintenance plan.
 - 2.5.4.1 Call Facilities Management Customer Service Centre at 306-655-2535 or,
 - 2.5.4.2 Complete Facilities Management *Work Request Submission Form* and submit to *Facilities Management*.
 - 2.5.4.3 If the medical equipment has been involved in a critical incident, see SHR Policy: Critical Incident Reporting.
- 2.5.5 Clean and disinfect medical equipment before maintenance and repair.

2.6 Manufacturer serviced equipment:

- 2.6.1 The manufacturer/service provider is responsible for developing and fulfilling the maintenance plan.²
 - 2.6.1.1 The Manager/Supervisor (or designate) is responsible for ensuring the service contract contains a maintenance plan (as per manufacturer recommendations) and that the manufacturer/service provider agrees to document maintenance and repairs performed.
 - 2.6.1.2 The maintenance and repair records are retained by the manufacturer/service provider and are available to SHR and Affiliates upon request.
- 2.6.2 Forward general maintenance plan information to Facilities Management/Affiliate administration (ie. service provider/frequency) (SHR staff: using the *Medical Equipment – Asset Information Form*).
- 2.6.3 Facilities Management/Affiliate administration include this information in the respective medical equipment database.
- 2.6.4 Manager/Supervisor/Administrator retains the service contract at the department/unit/sector level.
- 2.6.5 Manager/Supervisor/Administrator monitors to ensure maintenance requirements, as outlined in the contract, are being performed.
- 2.6.6 Contact the manufacturer/service provider for any repairs outside of the maintenance plan.

² OH&S Regulations, 1996 s 8(c)

- 2.6.7 If the medical equipment has been involved in a critical incident, see SHR Policy: Critical Incident Reporting.
- 2.6.8 Clean and disinfect medical equipment before and after maintenance and repair.

3. PROCEDURE MANAGEMENT

The management of this procedure including procedures education, monitoring, implementation and amendment is the responsibility of the Director, Facilities Management.

In affiliates, the Administrator/Site Leader is responsible for procedure education, monitoring and implementation.

4. NON-COMPLIANCE/BREACH

Non-compliance with this procedure will result in a review of the situation. Repeated non-compliance of this procedure may result in termination of employment and/or privileges at SHR.

5. REFERENCES

SHR Policy Management of Surplus Assets
Occupational Health and Safety Act, 1993
Occupational Health and Safety Regulations, 1996