

BRAZOS VALLEY COMMUNITY ACTION AGENCY, INC.
Health Services

Policies and Procedures

Policy Subject/Title:	Medical Equipment Management Plan
Applicability:	Community Health Centers
Purpose:	To ensure that the Center environment in which services are provided is within or exceeds the law, regulations, and standard of care

Policy:

The Medical Equipment Management Plan provides a course of action including documentation to ensure that medical equipment is in proper and effective working order at all times when in use or needed. It is the responsibility of the Director/Administrator or designee to develop, implement and monitor this plan.

Procedure:

Employees Orientation and Reorientation

New employees are given an orientation to the medical equipment policies and procedures of the center. Employees are reoriented as needed on medical equipment used in their area of work.

Medical Equipment

Upon receipt and before use, medical equipment is inspected by staff familiar with operations of the equipment to determine that it is functioning properly and safely.

Each piece of medical equipment has attached to it simple instructions for operations and potential risk to clients or staff that would assist in its safe use in an emergency.

A file is established for each item of medical equipment including the purchase order copy, the instructions and maintenance manual, the maintenance schedule, and precautions detailing any risks associated with the equipment. The preventive maintenance program, consistent with the manufacturer's specifications, is established and maintained according to the function or use of the equipment, level of risk associated with its use, the inspection and maintenance typically required, and the incident history of the equipment.

Each item of medical equipment has a preventive maintenance schedule in place that is monitored as indicated and reported to the CPI Committee. Calibrations, readings, and adjustments are documented in the preventive maintenance log for the equipment.

Staff who may be using the medical equipment are provided training and competency verification before use of the equipment independently.

Recall of Equipment

The Director/Administrator or designated staff removes recalled equipment from service, as appropriate.

Page 2
Medical Equipment Management Plan

Incident Report and Investigation

Any event, activity or incident involving failure of medical equipment is fully investigated by the Director/Administrator or designee with immediate action taken as appropriate and reported to the CPI Committee. The Director/Administrator may report to the Federal Food and Drug Administration (Safe Medical Devices Act, as amended) any medical device causing injury or illness and to the manufacturer and FDA if the device causes death.

The Director/Administrator, Medical Director and CPI Committee will consider measures needed to ensure proper functioning of medical equipment.

Medical Equipment Surveillance

Medical equipment inspections are made to reinforce medical equipment policies and verify staff preparedness. The Director/Administrator or designee performs a Medical Equipment Surveillance Monitor at least semiannually and reports to the CPI Committee.

Annual Report

An annual report, including medical equipment monitors, incident reports, and evaluation of the Plan, is prepared and submitted to the CPI Committee, Clinical Staff, Executive Director and Governing Board.

Resource: *TACHC* Environment of Care Plans, Compliance and Performance Improvement Manual 2003

Enclosures:

Medical Equipment Surveillance Checklist