

<b>SECTION</b>	<b>Approval date:</b>	
Clinical Services	<b>Approved by:</b>	
<b>POLICY AND PROCEDURE</b>	<b>Effective date:</b>	
Medical and Lab Equipment Maintenance	<b>Revision date:</b>	

**POLICY:**

Medical and Laboratory equipment used for patient care shall be properly maintained.

**PROCEDURE:**

II. MAINTENANCE OF MEDICAL EQUIPMENT

- A. Operating manuals for medical and lab equipment shall be maintained on site.
- B. Operating manuals will be the reference for planning routine maintenance schedules for equipment.
- C. If operating manuals are not available, an annual cycle for safety/calibration service shall be adopted.
- D. Documented proof of servicing shall be maintained on site and may be in the following form:
  - 1. A receipt listing all equipment serviced and date of service
  - 2. Stickers applied to equipment noting the date of service
  - 3. Work orders/receipts for repair of equipment
  - 4. A handwritten log with dates and results of calibration (such as for a Hemocue)

II. MALFUNCTIONING EQUIPMENT

- A. Staff shall inform provider/designee of any equipment found to be malfunctioning or out of service.
  - 1. Provider/designee will arrange for repair or replacement of malfunctioning equipment.
  - 2. Documented proof of repair will be maintained on site.

III. QUALIFIED PERSONNEL

- A. Qualified staff assigned to operate equipment shall be trained on appropriate use and maintenance