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<b>SECTION: Access/Safety</b>	
<b>POLICY AND PROCEDURE: Medical and Lab Equipment Maintenance</b>	Approved date: _____ Approved by: _____ Effective date: _____ Revised date: _____ Revised date: _____

**POLICY:**

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

**PROCEDURE:**

**I. MAINTENANCE OF MEDICAL EQUIPMENT**

- A. Operating manuals for medical and lab equipment will 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 will be adopted.
- D. Documented proof of servicing will 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 hemacue).

**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 will be trained on appropriate use and maintenance.