POLICY AND PROCEDURE: Medical and Lab Equipment Maintenance

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.