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| SUBJECT: MEDICAL EQUIPMENT MANAGEMENT PLAN | REFERENCE #6001        |
| DEPARTMENT: ORGANIZATIONWIDE               | PAGE: 1<br>OF: 6       |
| APPROVED BY:                               | EFFECTIVE:<br>REVISED: |

**MISSION:**

Insert your mission statement for the medical equipment management plan. Be sure that the mission for the plan reflects the mission statement of the organization

**SCOPE:**

- The scope of medical equipment management plan defines the processes which \_\_\_\_\_ Hospital (list all sites that are included in this plan) provides for the safe and proper use of medical equipment used in the patient care setting. The Engineering and Biomedical Engineering Departments provide services seven (7) days per week, 24 hours per day. The Engineering Department has contracted with the following companies to provide services (include the name of the company and what equipment services are supplied):
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

**OBJECTIVE:**

The objective of \_\_\_\_\_ Hospital's medical equipment management plan is designed to assess and control the physical and clinical risks of all equipment used in the diagnosis, treatment, monitoring and care of our patients.

**GOALS:**

- The goals of \_\_\_\_\_ Hospital's medical equipment management plan includes the following:
  - To minimize the clinical and physical risks of equipment through inspection, testing and regular maintenance
  - To establish criteria for identifying, evaluating and inventorying equipment which is included in the program

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| SUBJECT: UTILITY SYSTEMS MANAGEMENT PLAN | REFERENCE #7001  |
|  | PAGE: 2<br>OF: 6 |
| DEPARTMENT: ORGANIZATIONWIDE             | EFFECTIVE:       |
| APPROVED BY:                             | REVISED:         |

**MISSION:**

Insert your mission statement for the utility systems management plan. Be sure that the mission for the plan reflects the mission statement of the organization

**SCOPE:**

- The utility systems management plan monitors, evaluates and maintains the utility systems in use at \_\_\_\_\_ Hospital (list all sites that are included in this plan) according to applicable laws and regulations. The Engineering Department provide services seven (7) days per week, 24 hours per day. The Engineering Department has contracted with the following companies to provide maintenance, repair and backup services (include the name of the company and what services/equipment supplied):
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

**OBJECTIVE:**

The objective of \_\_\_\_\_ Hospital's utility systems management plan is designed to provide a safe, comfortable patient care and treatment environment by managing the risks associated with safe operation and the functional reliability of the hospital's utility systems.

**GOALS:**

- The goals of \_\_\_\_\_ Hospital's utility systems management plan includes the following:
  - To minimize the occurrence of unplanned utility systems failures or interruptions
  - To provide preventative maintenance of the utility systems ensuring reliability
  - To investigate all utility system problems, failures or user errors

**RESPONSIBILITY:**

The Engineering Department Director is responsible for maintaining the Utility Systems Management Program.

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| SUBJECT: EMERGENCY POWER SUPPLY SYSTEM AND<br>STORED EMERGENCY POWER SUPPLY<br>SYSTEMS | REFERENCE #7035 |
|  | PAGE: 3         |
| DEPARTMENT: ENGINEERING  | OF: 6           |
|  | EFFECTIVE:      |
| APPROVED BY:   | REVISED:        |

**POLICY:**

- Emergency Power Supply System (EPSS):
  - The emergency power supply system (EPSS) will demonstrate its reliability by conducting regular testing of the generator.
  - The testing of each generator and all automatic transfer switches will be at a minimum of 12 times per year (some states may require a weekly test, i.e., California). Testing intervals will not be less than 20 days or greater than 40 days apart. The generator will be tested under a dynamic load that is at a minimum of 30% of the generator's nameplate rating and will be conducted for a minimum of 30 continuous minutes.
- Stored Emergency Power Supply Systems (SEPSS):
  - The stored emergency power supply systems (SEPSS) will automatically supply light or power to critical equipment and areas that are essential for human life. Systems that are included are:
    - Egress lighting
    - Ventilation where it is essential to maintain life
    - Fire detection and alarm systems
    - Public safety communication systems
    - Any system or process where the interruption of power would cause serious life safety or health hazards to occupants of the building including patients, staff and visitors
  - The stored emergency power supply systems (SEPSS), whose malfunction may cause severe risk to the lives and safety of the building's occupants, will be tested according to the following guidelines:
    - On a quarterly basis, a functional test will be performed for five (5) minutes or as specified for its class, whichever is less. See NFPA 111 "Standard on Stored Electrical Energy Emergency and Standby Power Systems" for additional guidance.

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| SUBJECT: INFUSION PUMPS: EQUIPMENT INSPECTION,<br>CARE AND MAINTENANCE     | REFERENCE #6029  |
|  | PAGE: 4<br>OF: 6 |
| DEPARTMENT: BIOMEDICAL ENGINEERING, CENTRAL<br>SERVICE, PATIENT CARE UNITS | EFFECTIVE:       |
| APPROVED BY:   | REVISED:         |

**PURPOSE:**

To ensure that medical equipment used for patient care is clean, functional, safe, available and properly inventoried.

**POLICY:**

- Infusion pumps for patient use are electrical with battery operation backup support. The infusion pumps are computerized which allows the delivery of specific doses of medications as ordered by the patient’s licensed independent practitioner. All infusion pumps utilized in the facility will have free-flow alarm systems and dose-registration locking devices.
- These protocols are to be followed when cleaning and checking the unit:
  - Activities to be performed in the decontamination room:
    - Remove any tape from machine, used tubing, etc., and discard in the appropriate biohazard waste container
    - Moisten cleaning cloth with approved cleaning agent
    - Wipe all surfaces with moist cloth until clean, and air dry
    - Unlock unit and clean inside plastic panel, per manufacturers instructions
    - Return clean unit to the equipment room
  - Activities to be performed in equipment room by the Biomedical Engineering Department:
    - Test pump for working condition of all alarms within the pump as a system, including assurance that pump contains working free-flow protection alarm.
    - Test pump for working condition of all dosing information/registration devices and associated locking mechanisms.
      - ◆ Conduct quarterly review of maintenance logs for infusion pump operational issues, including issues related to infusion pump alarms and locking mechanisms.

## POSITION DESCRIPTION / PERFORMANCE EVALUATION

Job Title: Staff Engineer

Supervised by: Lead Engineer, Chief Engineer,  
Engineering Department Director

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Job Summary:** Assists in the performance of duties necessary to keep the physical structure and associated equipment of hospital in good repair. Minor electrical work, mechanical repairs and other duties relating to maintenance are the primary duties. Participates in performance improvement and CQI activities.

**DUTIES AND RESPONSIBILITIES:**

E = Exceeds the Standard      M = Meets the Standard      NI = Needs Improvement

| <u><b>Demonstrates Competency in the Following Areas:</b></u>   | <u><b>E</b></u> | <u><b>M</b></u> | <u><b>NI</b></u> |
|---|-----------------|-----------------|------------------|
| Performs all assigned tasks in a professional manner to reflect the highest integrity of the Engineering Department.  | 2               | 1               | 0                |
| Assists in maintaining and repairing HVAC controls and associated equipment to maximize efficiency levels in all environmentally controlled areas.  | 2               | 1               | 0                |
| Performs urgent corrective, routine and requisitioned repairs of electrical, mechanical and plumbing systems as required.   | 2               | 1               | 0                |
| Performs maintenance on equipment and systems as required.  | 2               | 1               | 0                |
| As required, assists in maintaining electrical wiring and emergency generator systems. Inspects and tests equipment/systems.  | 2               | 1               | 0                |
| Performs preventive maintenance duties to all physical structures of hospital and complies with all building safety codes. This is to include facility equipment and associated controls. | 2               | 1               | 0                |
| Assists in replacing, installing, repairing and testing electrical circuits, equipment, appliances and lighting systems as required.  | 2               | 1               | 0                |
| Maintains routine records of all inspections, preventive maintenance and repairs performed on any equipment or system.  | 2               | 1               | 0                |
| Performs manual duties as requested (i.e., moving supplies or furniture, replacing light bulbs, removing trash or scrap material).  | 2               | 1               | 0                |
| Reads blueprints, interprets instructions and prepares specifications.  | 2               | 1               | 0                |
| Works day, evening or night shift as assigned.  | 2               | 1               | 0                |
| Ability to do work on his/her own with only normal supervision.   | 2               | 1               | 0                |
| Ability to work well on his/her own and to inspect facilities and equipment.  | 2               | 1               | 0                |
| A working knowledge of fire alarm and signal systems.   | 2               | 1               | 0                |
| A thorough knowledge of how to use and maintain plant tools and equipment.  | 2               | 1               | 0                |
| Knowledge and observance of safety precautions.   | 2               | 1               | 0                |
| Participates in performance improvement and information management activities.  | 2               | 1               | 0                |

**Demonstrates Competency in the Following Areas:**

**E**      **M**      **NI**

Demonstrates knowledge and is able to identify each patient's age-specific needs to promote a safe environment needed by the patient group.

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