

SUBJECT: MEDICAL EQUIPMENT MANAGEMENT PLAN	REFERENCE #3001
DEPARTMENT: ENGINEERING	PAGE: 1 OF: 11
APPROVED BY:	EFFECTIVE: 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

SUBJECT: UTILITY SYSTEMS MANAGEMENT PLAN	REFERENCE #4001
DEPARTMENT: ENGINEERING	PAGE: 1
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	REVISED:

SCOPE:

The Utility Systems Management Plan monitors and evaluates the utility systems in use at _____ Hospital according to applicable laws and regulations.

OBJECTIVE:

The objective of _____ Hospital's Utility Systems Management Plan is designed to provide a safe, controlled and comfortable patient care and treatment environment by ensuring the operational reliability of utility systems, reducing the potential for organization-acquired illness to be transmitted through the utility systems and assessing the reliability and minimizing the potential risks of utility system failures.

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 preventive maintenance of the utility systems ensuring reliability
 - To investigate all utility system problems, failures or user errors
 - To reduce the potential for organization-acquired illness to be transmitted through the utility systems

RESPONSIBILITY:

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

ASSESS AND MINIMIZE RISKS OF UTILITY FAILURES, REDUCE THE POTENTIAL FOR ORGANIZATIONAL-ACQUIRED ILLNESS AND ENSURE OPERATIONAL RELIABILITY OF SYSTEMS:

- The Utility Systems Management Program is designed to assure operational reliability, reduce the potential for organizational-acquired illness, assess risks, respond to failures and train users and operators of the utility systems components, thus promoting a safe, controlled and comfortable environment.

SUBJECT: TESTING OF EMERGENCY GENERATORS	REFERENCE #4006
DEPARTMENT: ENGINEERING	PAGE: 1
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APPROVED BY:	EFFECTIVE:
	REVISED:

POLICY:

- This policy is to ensure operations reliability developed to promulgate the procedures which will be carried out in conducting tests of the emergency generators.
- A complete, labeled inventory of all emergency power systems and the loads they serve shall be maintained in the Engineering Department.
- The Director of the Engineering Department shall ensure staff receive competency training and testing for all operators and others responsible for system maintenance of the emergency power supply system

EMERGENCY GENERATOR TESTING:

- The Joint Commission (TJC) requires emergency generator testing intervals of 12 times per year at intervals not less than 20 days or more than 40 days apart. Tests shall be conducted for at least 30 continuous minutes under a dynamic load that is at least 30% of the nameplate rating of the generator, or meets the manufacturer’s recommended prime movers’ exhaust gas temperature. The completion date of the tests shall be documented.
- Some organizations may choose to test to less than 30% of nameplate rating on the generator. Testing requirements for these organizations include, in addition to the 30 continuous minutes under operating temperature at the described intervals, revising the facility’s existing documented management plan to conform to current NFPA 110 (2005 edition) testing and maintenance activities. Inspection activities will include procedures for assessing the prime movers’ exhaust gas temperature against the minimum temperature recommended by the manufacturer.
 - If the emergency generator does not meet 30% of nameplate rating or the minimum exhaust gas temperatures during these tests, the generator will be exercised once every 12 months with supplemental loads of the following:
 - ◆ 25% of generator nameplate rating for 30 minutes, followed by
 - ◆ 50% of generator name plate rating for 30 minutes, followed by
 - ◆ 75% of generator name plate rating for 60 minutes, for a total of two (2) continuous hours

SUBJECT: AIRBORNE HAZARD	REFERENCE #4075
DEPARTMENT: ENGINEERING	PAGE: 1 OF: 2
APPROVED BY:	EFFECTIVE: REVISED:

POLICY:

To protect patients, staff and visitors from the effects of an airborne hazard that can include contamination by a chemical cloud, smoke or other such pollutants to the extent it becomes a significant threat to life or health.

INDICATIONS OF AIRBORNE HAZARD:

- May include:
 - Strange or pungent odor
 - Irritation of the eyes or throat
 - Smoky haze in building
 - Patients/staff/visitors complaining of nausea or choking
- The hospital may be notified that there is an outdoor hazard, for example, an accident involving a tanker truck or rail car; or there may be an internal hazard such as a hazardous material spill.

PROCEDURE:

- If the source is clearly outside:
 - Engineering Department shall notify the Emergency Department Nurse Manager of external airborne hazard. Have ambulance traffic and walk-in traffic from the outside redirected to the designated receiving area located at _____ . All doors from the Emergency Department to the outside must be kept closed.
 - Notify Administration and Nursing Supervisor
 - The Engineering Department Director shall shut down all air handlers in the building including outside air make-up where feasible.

POSITION DESCRIPTION / PERFORMANCE EVALUATION

Job Title: Engineering Department Director
 Prepared by: _____
 Date: _____

Supervised by: Chief Executive Officer
 Approved by: _____
 Date: _____

Job Summary: To plan, organize, supervise, coordinate and control the activities of the plant operations and maintenance functions which are necessary in maintaining the physical structures, HVAC, mechanical, electrical systems, utility systems and grounds of this hospital in an operative and safe working condition. Maintains performance improvement activities within the department and participates in CQI activities. Assures competency of all staff. Assists in formulating the budget. Maintains efficient and effective department operation while requiring compliance with all Joint Commission, state, federal and local regulatory laws, standards and protocols.

DUTIES AND RESPONSIBILITIES:

3 = Exceeds Performance 2 = Expected Performance 1 = Needs Improvement

Demonstrates Competency in the Following Areas:

Reports to the Chief Executive Officer regarding the physical and structural conditions of hospital facilities and the status of work in progress.	3	2	1
Monitors departmental staff matters to include interviewing and the hiring of new staff, training, evaluating work performance, promotion, counseling, discipline and termination. Directs the grievances of employees to the Human Resources Director for final disposition.	3	2	1
Develops, evaluates and implements: departmental policies and procedures, goals and objectives, and standards of work for the maintenance and repair of medical equipment, buildings and building systems.	3	2	1
Participates in the development and applications of standards of quality and productivity for the Engineering Department.	3	2	1
Administers and implements the maintenance program to ensure uninterrupted operation of the entire physical plant. Monitors its applications to assure maximum effectiveness and provides appropriate documentation of the same.	3	2	1
Coordinates the repair of equipment or recommends the replacement of or additions to equipment or physical plant as necessary.	3	2	1
Works closely with other departments and administration. Negotiates priorities, plans work schedules, makes job assignments, orders needed materials, supplies and parts. Recommends use of outside specialty contractors as circumstances indicate.	3	2	1
Schedules and supervises maintenance repair work, alterations, remodeling, minor construction and the checkout, installation and servicing of mechanical and electrical equipment and building systems.	3	2	1
Maintains an inventory of parts and supplies to maximize the operational readiness of hospital building systems and equipment with due respect to the limitations of cost, regulations and relative priorities.	3	2	1
Responsible for the selection and coordination of all maintenance service contractors and ensures all contractual provisions are met along with established codes.	3	2	1
Responsible for developing the annual operating budget, which includes staff, equipment, materials and supply needs. Continues to monitor budget after adoption.	3	2	1