

SUBJECT: MEDICAL EQUIPMENT MANAGEMENT PLAN	REFERENCE #3001
DEPARTMENT: ORGANIZATIONWIDE	PAGE: 1
	OF: 10
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
 - To provide education to personnel on the capabilities, limitations and special applications of equipment; operating, safety and emergency procedures of equipment; the procedures to follow when reporting equipment management problems, failures and user errors; and the skills and/or information to perform maintenance activities

SUBJECT: UTILITY SYSTEMS MANAGEMENT PLAN	REFERENCE #4001
DEPARTMENT: HOSPITALWIDE	PAGE: 1 OF: 12
APPROVED BY:	EFFECTIVE:
	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: PIPED MEDICAL GAS SYSTEM TESTING	REFERENCE #4038
DEPARTMENT: ENGINEERING	PAGE: 1 OF: 1
APPROVED BY:	EFFECTIVE: REVISED:

POLICY:

- All critical components of the piped medical gas system including master signal panels, area alarms, automatic pressure switches, shut-off valves, flexible connectors and outlets, shall be tested, inspected and maintained in compliance with NFPA standards to provide an adequate and safe supply of nonflammable medical gases to the hospital.
- At the time of installation, modification or repair affected piped medical gas systems will be tested, including cross-connection testing, piping purity testing and pressure testing.
- The main supply valve and area shut-off valves of the piped medical gas and vacuum systems shall be accessible and clearly labeled.
- Piped medical gas testing is supplied by _____.
- Documentation of all testing and maintenance will be maintained in the Engineering Department Director's office.

SUBJECT: AIRBORNE HAZARD	REFERENCE #4070
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.
 - Direct the Security Department to lock all entrances, except the entrance to the receiving area. Request barricades and directional signs in front of main entrances to redirect traffic to the receiving area.
 - Request administration or the Nursing Supervisor to make an announcement via the public address system, requesting that no one leave the hospital or open outside doors.

POSITION DESCRIPTION / PERFORMANCE EVALUATION

Job Title: Staff Engineer

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

Prepared by: _____

Approved by: _____

Date: _____

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:

3 = Exceeds Performance

2 = Expected Performance

1 = Needs Improvement

Demonstrates Competency in the Following Areas:

Performs all assigned tasks in a professional manner to reflect the highest integrity of the Engineering Department.	3	2	1
Assists in maintaining and repairing HVAC controls and associated equipment to maximize efficiency levels in all environmentally controlled areas.	3	2	1
Performs urgent corrective, routine and requisitioned repairs of electrical, mechanical and plumbing systems as required.	3	2	1
Performs maintenance on equipment and systems as required.	3	2	1
As required, assists in maintaining electrical wiring and emergency generator systems. Inspects and tests equipment/systems.	3	2	1
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.	3	2	1
Assists in replacing, installing, repairing and testing electrical circuits, equipment, appliances and lighting systems as required.	3	2	1
Maintains routine records of all inspections, preventive maintenance and repairs performed on any equipment or system.	3	2	1
Performs manual duties as requested (i.e., moving supplies or furniture, replacing light bulbs, removing trash or scrap material).	3	2	1
Reads blueprints, interprets instructions and prepares specifications.	3	2	1
Works day, evening or night shift as assigned.	3	2	1
Ability to do work on his/her own with only normal supervision.	3	2	1
Ability to work well on his/her own and to inspect facilities and equipment.	3	2	1
A working knowledge of fire alarm and signal systems.	3	2	1
A thorough knowledge of how to use and maintain plant tools and equipment.	3	2	1
Knowledge and observance of safety precautions.	3	2	1
Participates in performance improvement and information management activities.	3	2	1
Demonstrates knowledge and is able to identify each patient's age-specific needs to promote a safe environment needed by a patient group.	3	2	1