



COHESIVE HEALTHCARE MANAGEMENT & CONSULTING

Mangum Regional Medical Center

TITLE		POLICY
Equipment Management Plan		LS-600
MANUAL	EFFECTIVE DATE	REVIEW DATE
Life Safety (Environment of Care)	TBD	TBD
DEPARTMENT	REFERENCE	
Plant Operations	See references below	

SCOPE

The Equipment Management Plan is Hospital-wide in scope.

PURPOSE

The Environment of Care (EOC) Equipment Management Plan is established to minimize the risks of equipment failure and to ensure a safe environment to protect staff, patients, and visitors.

POLICY

The Hospital’s Equipment Management Plan contains policies and processes to ensure standard work practices are followed and to mitigate any risks to patients or staff in the event of an equipment failure.

PROCEDURE

- A. The Equipment Management Plan applies to all hospital departments where fixed or portable patient care or other electrical equipment is used at any time. All such fixed or portable equipment used for the diagnosis, treatment, monitoring, and care of patients shall be included in the Equipment Management Program, including contract and leased medical equipment.
- B. The Plant Operations Manager ensures all elements of the Equipment Management Plan are implemented, maintained, and properly documented.
- C. The Materials Management department notifies the Plant Operations Manager of the arrival of new equipment for safety inspection prior to release for use.
- D. Each Department Manager or employee notifies the Plant Operations Manager whenever there is an equipment problem or failure and removes the equipment from use to a designated area and applies a lock-out tag to the equipment to prevent use until repair is made.

- E. The Plant Operations department maintains a current, accurate, inventory of equipment.
- F. The Bio-medical qualified contracted vendor will be responsible for inspecting and tagging all equipment every 6 months and maintaining/repairing as needed with proper and complete documentation kept on file in the Plant Operations department.
- G. Notification for equipment recalls is made through notification from the manufacturer and through the National Recall Alert Center. As soon as a notification is received, the equipment is removed from use and turned over to the Plant Operations Manager. All equipment recalls will be reported to the Quality Committee.
- H. **Monitoring and reporting incidents in which a medical device is connected to the death, serious injury, or serious illness of any individual, is required by the Safe Medical Devices Act of 1990.**
If a medical device is involved in the death, serious injury, or serious illness of any individual, a record will be filed with the Safe Medical Devices Act. This is accomplished by immediately notifying the Plant Operations Manager. The affected medical device will be immediately removed from use if such an incident occurred. Any such incidents will be thoroughly documented. Documentation of all equipment problems and failures, including user errors, that have or may have an adverse effect on patient safety by means of the Occurrence Reporting System and referring all such relevant information to the Plant Operations Manager for reporting to the Quality Committee and follow-up.

ORIENTATION/EDUCATION

- A. Initial orientation regarding the plan will be given to new employees by the Plant Operations Manager. Annual education regarding the plan will be done annually for all hospital employees. Orientation/Education will include:
 1. How to identify and report unsafe equipment.
 2. How to safely operate equipment (department specific orientation).
 3. Process for Bio-Med stickers on equipment.
 4. Process for identifying and storing unsafe equipment in need of repair.

MONITORING THE PLAN

- A. Performance standards for Equipment Management is acknowledged through staff testing, monitoring and inspection activities, and the review of hospital incident reports.
- B. Equipment Management Plan data is collected concurrently by the Plant Operations Department (i.e.; Maintenance, Environmental Services) and reviewed by the Quality Committee monthly.

- C. Data is collected based on staff input and observation of the physical environment and maintenance records. This review ensures that certain performance standards are met and maintained.
- D. Quality Improvement: At least one aspect of the EOC is monitored on a quarterly basis and a report of the results forwarded to the Quality Committee, Medical Staff Committee, and Governing Body.

EVALUATION

- A. The objectives, scope, performance, and effectiveness of the Hospital’s Equipment Management Program are evaluated annually.
- B. Any necessary changes are prepared and presented to the Hospital’s Quality Committee and changes made to improve the plan are based on committee recommendations.

REFERENCES

Centers for Medicare & Medicaid Services (2020) State Operations Manual Appendix W – Survey Protocol, Regulations, and Interpretative Guidelines for Critical Access Hospitals. §485.623 Physical Plant and Environment. [Electronic Version]. Retrieved on 06/01/21 from https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_w_cah.pdf

National Fire Protection Association (2012). Life Safety Code Handbook.

REVISIONS/UPDATES

Date	Brief Description of Revision/Change