


SUBJECT: Equipment Repair Guidelines	
DEPARTMENT: Intensive Care Services	Page: 1
REFERENCE # 01-01-0150	Of: 2

1 PURPOSE:

To provide a method ensuring prompt repair of essential equipment in the event of a breakdown.

2 POLICY:

2.1 Each employee is responsible to report all equipment breakdowns as promptly as possible.

2.2 In the event of a breakdown, patient safety will be first priority.

3 PROCEDURE:

3.1 Electrical Breakdown of Equipment


3.1.1 Electrical problems with equipment will be reported to the Hospital's biomedical engineers. During off shifts and weekends, problems will be reported directly to the Administrative Supervisor and he or she will contact the biomedical engineer on call.

3.1.2 EQUIPMENT AVAILABILITY IN PATIENT ROOM INCLUDES - Check all breaker switches for possible overload. (Make sure they are in the "on" position).

3.1.3 Back up equipment is obtained through Biomedical Engineering or Central Service, should the equipment need replacement or further repair.

3.2 In the event of monitor failure, the charge nurse will assess the patient's needs and degree of equipment failure to determine which of the following monitor methods will be used:

Director of Department	Director of Medical Administration	Program Director

SUBJECT: Equipment Repair Guidelines	
DEPARTMENT: Intensive Care Services	Page: 2
REFERENCE # 01-01-0150	Of: 2

3.2.1 Visual monitoring

3.2.2 Moving the patient to a bed with a functioning monitor

3.2.3 Placing a portable monitor at the bedside

3.3 Mechanical Equipment

3.3.1 In the case of breakdown or suspected malfunction of mechanical ventilators, Respiratory Therapy Services should be contacted STAT while qualified personnel manually bag breathe the patient. Respiratory Therapy will be responsible for repair or replacement of the ventilator.

3.4 Other types of equipment problems can be reported to Engineering Services during the day and to the Administrative Supervisor on off shifts.

3.5 Non-emergent Repairs

3.6 Equipment will be labeled and placed in the storeroom or utility room. The item, location and type of breakdown will be reported to Engineering Services. The equipment will be tagged with the specific problem and return location.

Director of Department	Director of Medical Administration	Program Director