

UNIVERSITY OF TOLEDO

SUBJECT: DEFECTIVE EQUIPMENT

Procedure No: ME-08-021

PROCEDURE STATEMENT

Defective equipment shall be so identified by tag, reported, removed from service and not used until repaired.

PURPOSE OF PROCEDURE

To establish guidelines pertaining to the tagging of defective equipment to ensure that defective equipment is reported and removed from service.

PROCEDURE

Any staff member discovering defective equipment or parts of equipment unacceptable, (broken), shall:

- Ensure the safety of the patient
- Remove the piece of equipment from service
- Tag the equipment
- Notify Biomedical Engineering.

A work request can be made by either calling Biomedical Engineering at 383-4899 or entering an on-line request by visiting the myUT page and clicking on the "UT community" tab.

The Biomedical Engineering Department is staffed 8:00 am – 4:30 pm Monday through Friday. Emergency coverage is provided on a 24-hour, seven day a week basis through the on-call technician.

Clinical Intervention

Equipment critical to patient safety, shall have emergency procedures in the event of a malfunction or failure. Emergency clinical interventions that are necessary, if a piece of medical equipment fails, are established by the equipment-using department.

The user establishes when and how to perform emergency clinical interventions when medical equipment fails. Backup equipment is available for many types of equipment within the user department, through loaners or spare maintained by Biomedical Engineering or through such departments as Central Distribution.

Biomedical Engineering will work with department managers to update the clinical intervention equipment list and provide any updates.

Source: Biomedical Engineering Services

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