


Name of Policy: <u>Equipment Training Program</u> Policy Number: 3364-130-12 Department: Nursing Service/Staff Development Approving Officer: Chief Nursing Officer Responsible Agent: Chief Nursing Officer Scope: The University of Toledo Medical Center (UTMC)	 Effective Date: 6.1.2022 Initial Effective Date: 1/1993				
<table> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/> Major revision of existing policy</td> <td><input checked="" type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy	<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy
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(A) Policy Statement

Nursing Service staff will be provided with training on equipment used in the employee's job activities, on new and updated equipment, and on equipment where user errors have been identified.

(B) Purpose of Policy

To provide staff with knowledge and skills to use equipment while performing her/his job activities effectively and safely.

(C) Procedure

1. Individual unit orientation will provide staff with training on equipment specific to job activities. This equipment training will be identified in the content of the unit specific orientation program.
2. Staff will be evaluated on their competency in the use of basic equipment as they are orientated to the nursing units. Additional training may occur if individual knowledge gaps are identified. Equipment use and decontamination will be in accordance with manufacturers' recommendations.
3. Staff Development will collaborate with Nursing Service, Central Service, and the Biomedical Department to coordinate and provide training on new or changed equipment.
4. Documentation of equipment training will be maintained in the employee's personnel file and/or employee records in the Staff Development office.

Approved by: <u>/s/</u> Kurt Kless, MSN, MBA, RN, NE-BC Chief Nursing Officer <i>Review: Policy & Standard Committee, 2/11, 10/15, 12/18, 6/2022.</i> <i>Revision completed by: Nancy Gauger, MSN, RN</i>	Review/Revision Date: 1/93 1/95 8/99 7/02 6/05 7/9/2008 3/2/2011 10.1.2015 12/2018 6/2022 Next Review Date: 6/2025
Policies Superseded by This Policy:	