(A) **Policy Statement**

The approved procedure for record keeping of equipment calibrations, quality control, and maintenance shall be followed by all Pulmonary Function technicians and therapists.

(B) **Purpose of Policy**

To assure clinically useful results and a well functioning, efficient Pulmonary Function Testing Laboratory. To maintain a documented resource that compares a measure of lab equipment performance to a reference standard, for the purpose of adjusting instrumentation so that the performance characteristics equal the standard. To provide a basis for establishing practical limits of acceptable instrument variability. To reduce the incidents and help in the correction of observed equipment failure.

(C) **Procedure**

**Equipment:**
- Medical Graphics Pulmonary Test System Elite Series Plethysmography
- MedGraphics Ultima Series
- MedGraphics CPXD Spirometer

A. **Calibrations ~** Hard copy reports to be maintained in Daily Calibration Log for three years.
   - Routine
   - Equipment change
   - Resolutions to equipment problems

      ~ Reports older than three years will be kept in Laboratory Files under Technical Information under MGC Calibration.

B. **Quality Control ~** Hard copy report to be placed in Daily Calibration Log.
   - Routine
   - Whenever questions arise regarding accuracy of test results
Reference subject test will be kept in Laboratory File Cabinet marked Technical Information under Physiological Calibrations

- Initial Test
- Older than 1 year

Maintenance ~ Reports will be placed in Daily Calibration Log.

- Biomedical Engineering Scheduled Inspection
- Biomedical Work Orders
- Routine Maintenance
  Evaluations and solutions to problem areas. ~ Reports older than 3 years shall be kept in Lab file Cabinet under MGC Calibrations.

References:
3. Medgraphics Elite/Ultima Systems, Software Help menu, Index Calibration

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<th>Review/Revision Date:</th>
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<tr>
<td>Michael Taylor</td>
<td>01/05/1981 08/06/2005</td>
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<tr>
<td>Director, Respiratory Care</td>
<td>06/26/1984 08/08/2008</td>
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<tr>
<th>Monetta Smith 5-1-2017</th>
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Review/Revision Completed By: Director, Respiratory Care

Next Review Date: 5/1/2020