

# UNIVERSITY OF TOLEDO

SUBJECT: PATIENT/STAFF PERSONAL ELECTRICAL EQUIPMENT

Procedure No.: ME-08-004

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## PROCEDURE STATEMENT

The use of patient-owned electrical equipment must be evaluated and tracked to ensure compliance with the Medical Equipment Management Plan.

## PURPOSE OF PROCEDURE

To assure a safe environment for patients, employees, and visitors, and to comply with applicable standards

## PROCEDURE

### Patient Owned Personal Electrical Equipment

Admitting shall advise patients on admission that personal electrical equipment usage in the hospital is discouraged but will be permitted as long as it is approved by the admitting physician. Any patient owned personal equipment entering the hospital shall be visually inspected by patient care staff or other personnel.

Exception: Personal patient fans are prohibited.

### Patient Owned Medical Equipment

1. Biomedical Engineering shall perform the following:
  - a. Electrical Safety test to reasonably assure the device poses no fire or electrical hazard.
  - b. Visually inspect the outer casing and power cord to assure there are no cracks, frayed cords or other physical damage
  - c. Label the device with a "Non-Hospital Owned" inspection sticker.
  - d. Fill out Inspection Request For Personal Electrical Device Form #7
2. Where electrical safety testing is not possible due to plastic casing double insulation or life support equipment that is in use upon patient arrival, Biomedical Engineering shall:
  - a. Inform the clinical staff that an electrical safety test was not possible and only a visual inspection was performed.
  - b. Ask that the clinical staff to make an informed decision as to the undetermined safety risk versus the clinical need for the patient to continue use of the device.
  - c. If a piece of patient owned equipment is deemed unsafe after the electrical safety check and/or visual inspection has been performed, Biomed will remove the device from service.
  - d. A Biomed technician will document the equipment failure on the equipment work order.

**NOTE:** Outside of normal Biomed business hours Respiratory Care will perform an electrical inspection on respiratory devices by plugging patient device into a GFCI outlet. If outlet trips, device cannot be used. If device passes, Respiratory Care will complete the Inspection Request for Personal Device form. For all other patient owned medical devices arriving after normal hours, staff should contact the Biomed On-Call Technician through the hospital operator.

3. Patient Owned LVAD equipment will receive an incoming inspection, be added to the Biomedical Engineering equipment inventory and receive scheduled maintenance.

### Repairs

The hospital is not responsible for making repairs to any patient – owned device. EXCEPTION: Hospital will be responsible for receiving in and sending out defective patient-owned LVAD equipment.

### Patient Responsibility

1. The inspection of the device by hospital staff is not intended to certify the safety of the device. Because nothing is known about the past history of the device including repairs, modifications, damage, maintenance, use of the device shall be at the risk of the patient.
2. The hospital shall not be responsible for loss or damage to patient-owned equipment.
3. The patient or family must provide back-up batteries, infusion sets, etc., as applicable. They will not be provided by the hospital.

### Special Instructions

In order for a patient owned medical device to be used, all of the following criteria must be met:

1. A physician order in the patient's chart states that the patient may use his or her own device.
2. The device must meet basic safety criteria. (i.e. clean, case intact, no frayed cords, no broken plugs, no loose wires, etc.)
3. All forms are to be signed, dated and added to the patient's chart when completed.

### Staff Owned Personal Electrical Equipment

Use of non-clinical personal equipment is prohibited without a proper UL listed designation. It is the responsibility of the owner of the equipment to ensure the equipment is UL listed. Unauthorized non-clinical electrical equipment used in the hospital is subject to immediate removal as a potential safety hazard. Removal can be without owner consent/knowledge by the Director/Nursing Director or by Biomedical Engineering Services, Facilities Maintenance, or Safety and Health, with notice given to the Director/Nursing Director of that area. If not claimed by the owner within one week, it will be turned over to Property Control and put on sale.

1. **Permitted:** The following types of items are permitted if they are in original condition and marked UL approved. If there is a question of electrical safety ( i.e., Frayed cords, cracked casing, damaged plug, etc.) contact the Facilities Maintenance department to request inspection and approval.
  - a. Coffee pots
  - b. Electric clocks
  - c. Radios
  - d. Lamps – non halogen bulb
2. **Not Permitted:** The following items are prohibited under all circumstances:
  - a. Electrical heating pads and heating blankets
  - b. Space heaters
  - c. Fans
  - d. Cooking appliances that require the use of grease or cooking any food product that produces grease.
  - e. Any device with an exposed heating element
3. **Permitted with constant observation:** Per NFPA 101 Life Safety Code, small appliances used for reheating are exempt from the requirements applied to commercial cooking equipment. Reheating devices used within departments are intended for employee use only and must be pre-approved by management. The following types of reheating devices are allowed provided a staff member stays in attendance and constantly observes for burning or smoking hazards.
  - a. Microwaves
  - b. Toasters
  - c. Crock pot/roasters

Any staff owned personal electrical equipment outside the areas of intended use or without a proper sticker, in a patient care area, will be considered unauthorized. University of Toledo Medical Center will not be responsible for the theft, loss, or damage caused by or to any staff owned personal electrical equipment.

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