

# UNIVERSITY OF TOLEDO

SUBJECT: MEDICAL EQUIPMENT MANAGEMENT

Procedure No: ME-08-008

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## PROCEDURE STATEMENT

All medical equipment (herein defined as any device used for the monitoring, diagnosis or therapy of patients) used at the University of Toledo Medical Center or their facilities must be included in the Medical Equipment Control Program. The Director of Biomedical Engineering Services is responsible for the administration of that program.

## PURPOSE OF PROCEDURE

To provide consistent and accurate quality assessment of all medical equipment and to maintain a high level of quality in a reliable, documented and cost effective manner.

## PROCEDURE

1. The acquisition of medical equipment is a multi-disciplinary process that is coordinated through Finance and Senior Administration. Clinical departments along with Biomedical Engineering and Purchasing provide necessary input.
2. Careful consideration is given to clinical need, cost benefit analysis, performance, safety and group purchasing arrangements before approval.
3. Once a decision has been made and equipment selected, the requesting department is responsible for completing a Capital Equipment Request form and submit it to the Administrative Director of Finance/Reimbursement.
4. All medical equipment entering the University of Toledo Medical Center must be inspected by Biomedical Engineering Services prior to any use in accordance with procedure ME-08-009.
5. Requisitions for the purchase of service for medical equipment must be approved by the Director Biomedical Engineering Services.
6. The service of all medical equipment must be provided by or through Biomedical Engineering Services who will coordinate and monitor all service activities and maintain all service documentation. All service must be initiated by contacting Biomedical Engineering Services at 419-383-4899. Emergency service required outside of normal working hours (8:00 a.m. to 4:30 p.m. weekdays) will be provided by the On-Call technician who can be reached by the telephone operator.
7. All medical equipment no longer needed by the department originally receiving or currently responsible for the equipment will be transferred to Biomedical Engineering Services for redistribution, trade-in, salvage, or disposal.

This procedure addresses all medical equipment used in the University of Toledo Medical Center or their facilities

regardless of ownership, i.e., owned by University of Toledo departments, leased, rented, borrowed, on loan or in for trial/evaluation.

Source: Biomedical Engineering Services

Effective Date: 4/87

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