


Name of Policy: <u>Calibration, Quality Control and Maintenance Record Keeping</u> Policy Number: 3364-136-PF-04 Department: Pulmonary Services Approving Officer: Senior Hospital Administrator Responsible Agent: Director, Pulmonary Services Scope: The University of Toledo Medical Center Pulmonary Services Department	 <p>Effective Date: May 17, 2023 Initial Effective Date: July 1, 1979</p>
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

(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 Platinum Elite Series Plethysmography
- MedGraphics Ultima Series
- MedGraphics CPXD Spirometer

Calibrations ~ Hard copy reports to be maintained in Daily Calibration Log for one (1) year.

- Routine
- Equipment changes
- Resolutions to equipment problems

~ Reports older than three (3) years will be kept in Laboratory Files under Technical Information under MGC Calibration.

Quality Control ~ Hard copy report to be placed in Daily Calibration Log.

- Routine
- Whenever questions arise regarding accuracy of test results

