Calibration, Quality Control and Name of Policy:

Maintenance Record Keeping

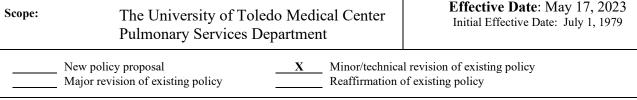
Policy Number: 3364-136-PF-04

Department: Pulmonary Services

Approving Officer: Senior Hospital Administrator

Responsible Agent: Director, Pulmonary Services

Scope:



THE UNIVERSITY OF TOLEDO **MEDICAL CENTER**

(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

Policy 3364-136-PF- 04 Calibration, Quality Control and Maintenance Record Keeping Page 2

Reference subject test will be kept in Laboratory File Cabinet marked Technical Information under Physiological Calibrations

- Initial Test
- Older than one (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 three (3) years shall be kept in department records.

References:

- 1. ATS/ERS Task Force: "Standardization of Lung Function Testing" Euro Resp J 2005; 26: 153 161 www.thoracic.org ATS documents: Statements, Guidelines & Reports.
- 2. Miller ME, "Laboratory Evaluation of Pulmonary Function", p 14-15, Lippincott, 1987. Clausen JL, "Pulmonary Function Testing Guidelines and Controversies", Academic Press, 1982
- 3. Medgraphics Elite/Ultima Systems, Software Help menu, Index Calibration

Approved by:		Review/Revision Date:	
		01/05/1981	08/06/2005
		06/26/1984	08/08/2008
/s/	5/17/2023	10/01/1987	06/30/2011
Michael Taylor	Date	06/10/1990	02/27/2014
Director, Pulmonary Services		03/13/1993	05/01/2017
		09/04/1996	06/01/2020
		12/04/1997	05/17/2023
/ <u>s</u> /	5/17/2023	12/04/1999	
Russell Smith	Date	05/30/2001	
Senior Hospital Administrator			
Review/Revision Completed By:			
Director, Pulmonary Services		Next Review Date: May 2026	
olicies Superseded by This Policy:			