

**UC Riverside, School of Medicine Policies and Procedures****Policy Title:** Medical And Patient Care Equipment Maintenance**Policy Number:** 950-03-029

<b>Responsible Officer:</b>	CEO, UCR Health
<b>Responsible Office:</b>	UCR Health Clinics
<b>Origination Date:</b>	December 2022
<b>Date of Revision:</b>	January 30, 2023
<b>Scope:</b>	All UCR Clinic medical/ patient care equipment.

**I. Policy Summary**

To set a standard for medical/ patient care equipment maintenance, service, and equipment-related problems. In addition, this policy also covers expectations for all new medical/patient care equipment being introduced into the patient care setting. The policy covers any equipment that may touch a patient in the clinical setting or equipment that is used for proper storage and handling of medications and supplies (such as freezers, refrigerators).

This policy does not cover office equipment, TV monitors, or office IT hardware/software.

**II. Definitions**

NA

**III. Policy Text****A. New medical/patient care equipment**

1. Under the direction of the CEO and Director of Ambulatory Care, each clinic location manager will coordinate with SOM OIT to review technical requirements and to obtain a security risk assessment of new medical/patient care equipment before the equipment is ordered.
2. Each clinic manager will coordinate with a qualified biomedical equipment servicer to perform a safety inspection, ensure accurate calibration and verify via tagging on all new, loan, demo, rental equipment prior initial use on patient.
  - a. If equipment failed the inspection, the equipment will be returned to vendor.
  - b. Equipment passing the inspection, shall be tagged, and added to the equipment maintenance log at each clinic location.
  - c. Clinic leadership will maintain a file for all new, loan, demo, rental equipment on site.

**B. Periodic inspection / preventative maintenance for existing medical/ patient care equipment**

1. Under the direction of the CEO and Director of Ambulatory Care each Clinic Manager must maintain copies of vendor service agreement, equipment warranty on site.
2. All medical/ patient care equipment will receive periodic scheduled inspections through contracted vendor.
3. The periodic inspections frequency will be based on:
  - a. Manufacturer's requirements

**Policy Number: 950-03-029**


- b. Equipment history such as, and not limited to, the number of repairs, failed inspections, recall alerts.
  - c. General intervals will not exceed 12 months intervals.
4. Each clinic will keep a log of all medical / patient care equipment include the following information. This log will be easily retrieved upon request. This log will be kept at the manager’s office for 7 years.
    - a. Equipment description
    - b. Model #
    - c. Serial #
    - d. Tag #
    - e. Recommended calibration schedule
    - f. Calibration date (add more columns for addition dates)
  5. The Director of Ambulatory Care and CEO should semi-annually review of such documentation to ensure UCR Health is adhering to this policy.

**C. Equipment related problems**

1. Label all malfunctioning equipment and remove the equipment from service.
2. Contact Compliance or Risk Management immediately for additional information.
3. A UCR health incident report must be completed for all medical device related incidents.
4. The incident report must include:
  - a. Product name
  - b. Manufacturer name and model number
  - c. Serial number
  - d. Brief description of event.


**Approvals:**

COMPLIANCE COMMITTEE (01/23/2023)

DocuSigned by:  
  
 PAUL HACKMAN, J.D., L.L.M.  
 CHIEF COMPLIANCE AND PRIVACY OFFICER,  
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2/2/2023 | 12:46 PM PST

DATE

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 DEBORAH DEAS, M.D., M.P.H  
 VICE CHANCELLOR, HEALTH SCIENCES  
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2/2/2023 | 7:04 PM PST

DATE