PURPOSE

To outline the Bay of Plenty District Health Board (BOPDHB) standards for the safe use of medical equipment / devices.

STANDARDS TO BE MET

1. Existing Medical Equipment / Devices

1.1. It is a requirement that all medical devices are managed and inspected in accordance with NZS3551:2012

1.2. All medical equipment / devices must have been Accepted into BOPDHB by Clinical Engineering or an approved agency, been added to the medical device management system and have been issued a Clinical Engineering BM number.

1.3. It is the responsibility of the equipment **USER** to ensure that the medical equipment / device has been inspected as required by NZS3551:2012 and has a valid test sticker.

1.4. <u>USER Tests</u>

a) Before using any medical equipment / device users should check that:
   i) The unit has a valid test sticker to ensure the unit has been tested in accordance with NZS3551:2012
   ii) There are no physical signs of damage
   iii) No physical signs of ingress of fluid
   iv) All accessories necessary for a procedure are present
   v) All internal self-test mechanisms are activated to ensure equipment operation
   vi) Any user maintenance (cleaning, filter or consumable replacements etc.) has been performed in accordance with manufacturer's recommendations.

b) Any faulty medical equipment / device or any medical equipment / device that is suspected of being faulty must be removed from service and have a fault tag attached.

c) The faulty medical equipment / device must be decontaminated in accordance with the BOPDHB infection control manual.

d) Clinical Engineering must then be notified.

1.5. <u>Patient / Staff Incidents</u>

a) Any medical equipment / device creating or suspected of creating a patient incident or hazard shall be immediately removed from service and quarantined.

b) Clinical Engineering and the Risk Co-ordinator must be notified, along with an Incident Management form (REF) completed.

c) All accessories used at the time of the incident including any disposable accessories must be kept to add the investigation.
   i) Due to infection control these accessories must be kept in medical waste bags or cleaned after consultation with Clinical engineering.

2. Portable Multiple Socket-Outlets (Power Boards) in Patient treatment Areas

2.1. Portable Multiple Socket outlets are a piece of equipment and must be managed and inspected in accordance with NZS3551:2012

2.2. All Portable Multiple Socket-Outlets must have been Accepted into BOPDHB by Clinical Engineering, been added to the medical device management system and have been issued a Clinical Engineering BM number.

2.3. It is the responsibility of the equipment **USER** to ensure that the Portable Multiple Socket-Outlet has been inspected as required by NZS3551:2012 and has a valid test sticker.

3. Disposal of Medical Equipment / Devices

3.1. Medical equipment / devices must be disposed of in accordance with NZS3551:2012.

3.2. Medical equipment / devices must be removed from the Clinical Engineering device management system and the asset management system.

3.3. Users should contact Clinical Engineering if they wish to dispose of medical equipment / devices.

4. New Medical Equipment / Devices

4.1. New medical equipment / devices must be acceptance tested by Clinical Engineering or an approved agency to NZS3551:2012

4.2. New medical equipment / devices must be added to the medical device management system and have a BM number issued.

4.3. Medical equipment / devices which have not previously been purchased by BOPDHB should have been through the BOPDHB policy 3.5.7 Product Evaluation.

a) ***Exception****: Dental procurement is handled at a national level*.

5. Loan or Trial Medical Equipment / Devices

5.1. Medical equipment / devices that are loaned to the DHB must be supplied with an FM.M20.1 Medical Equipment / Device - Loan, Trial, Placement and/or Evaluation Authorisation Form signed by the lender of the device.

5.2. Medical equipment / devices loaned to the DHB must be acceptance tested by Clinical Engineering to NZS3551:2012

5.3. New medical equipment / devices must be added to the medical device management system and have a BM number issued

ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 5.1.17 Safe Use of Medical Equipment / Devices
- Bay of Plenty District Health Board Form FM.M20.1 Medical Equipment / Device - Loan, Trial, Placement and/or Evaluation Authorisation
- Bay of Plenty District Health Board policy 5.1.10 Electrical Equipment and Appliances – Testing and Safety
- Bay of Plenty District Health Board policy 3.5.7 Product Evaluation
- Bay of Plenty District Health Board policy 3.5.1 Capital Expenditure
- Bay of Plenty District Health Board policy 3.5.8 Purchasing
- Bay of Plenty District Health Board policy 4.1.0 Infection Control Management
- Bay of Plenty District Health Board policy 2.1.4 Incident Management