SECTION E

PROCEDURE: ELECTRICAL EQUIPMENT MAINTENANCE

PURPOSE: To outline steps in how to maintain electrical equipment used in the patient care setting.

SKILL LEVEL: R.N., Surgical Technologist, Patient Care Technician, HUC

SUPPORTIVE DATA: Maintaining electrical equipment so that it is safe and operating properly is critical to prevent undue harm to the patient. It is mandated by TJC and Medical Center Policy as well as by the Safe Medical Devices Act of 1990.

EQUIPMENT LIST:
- Telephone
- Pen
- Repair Tag
- Piece of Equipment

CONTENT:
1. Safety Inspection/Preventative Maintenance (PM)
   a. All electrical and pneumatic equipment is to be safety inspected and PM performed as scheduled by Clinical Engineering (CE).
   b. A current safety inspection sticker is to be affixed to every piece of electrical equipment used in patient care areas.
   c. Equipment may have a “one time” inspection sticker depending on where it falls in the Clinical Engineering ranking system.
   d. Other equipment used for patient care may have a safety sticker with the number of the month/year to be tested.
   e. All staff is responsible for verifying that equipment utilized during patient care has a current safety sticker.
   f. Equipment with an outdated or missing safety sticker is not to be used until it has been safety inspected. The OR Equipment Technician shall be notified, will retrieve the equipment, and coordinate with CE to have it inspected. In the absence of the Equipment Technician, the OR HUC can call to CE and report the device. Clinical Engineering is required to perform the inspection as soon as possible.
   g. Clinical Engineering will present to the OR on a monthly basis to perform preventative maintenance on equipment. Additionally, each month, safety inspections will be performed by Clinical Engineering on necessary equipment.
   h. If a piece of equipment must be taken out of the unit for the inspection, Clinical Engineering must clear this with the OR Charge Nurse, Clinical Manager, or Anesthesia Charge person, if applicable.
   i. Clinical Engineering is responsible for returning the equipment as soon as possible.
   j. Clinical Engineering will maintain the equipment inspection records.
2. **Malfunctioning Equipment**
   a. Any staff member finding malfunctioning or unsafe equipment will report their findings to the OR Equipment Technician/Charge Nurse.
   b. An equipment “repair tag” will be completed by the person who discovered the problem and attached to the malfunctioning or unsafe equipment. The tag shall be filled out completely, clearly identifying the item and the problem. Sample to follow (Appendix A).
   c. The item is removed from the OR and sent to Clinical Engineering. (If it cannot be removed, Clinical Engineering will present to the OR immediately to check/repair the equipment).

3. **Equipment Cleaning**
   a. **Routine cleaning of all electrical equipment (external surface) is the responsibility of the OR nursing staff.** External surface and knobs must be wiped after use.
   b. Clinical Engineering will clean internal parts of equipment as a part of the PM.
   c. Any equipment sent to Clinical Engineering for repair must be externally cleaned prior to transport from OR.

**DOCUMENTATION:**
- Repair tag – found in each Core with the OR forms.
- File a Be Safe Event when indicated

**REFERENCE:**
- OR Policy “Electrical Equipment Monitoring”
- Clinical Engineering Standards for Nursing Units
- 2017 Perioperative Standards and Recommended Practices
- MC Policy 0165, “Medical Device Filures and Safe Medical Devices Act Reporting”

**APPROVAL:** 10/93
**REVIEW:** 12/17
**REVISION:** 01/12; 12/14

Appendix A: