

PATIENT SAFTY

CHECKLIST #1

MANGEMENT OF MEDICAL EQUIPMENT FOR PATIENT CARE

Many procedures are performed in the office setting using physician-owned or leased medical equipment. Failure or malfunction of this equipment may lead to patient, staff or provider injury. The appropriate maintenance of this equipment is essential to patient safety.

	YES	NO
1. A process is in place for the maintenance of medical equipment. The manufacturers' directions for use and recommended preventative maintenance schedule are followed.	<input type="checkbox"/>	<input type="checkbox"/>
2. All patient care equipment is inspected on an annual basis at a minimum, or more often if recommended by the manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>
3. A designated staff member confirms that all required inspections and preventative maintenance of equipment is performed at appropriate intervals.	<input type="checkbox"/>	<input type="checkbox"/>
4. A record of all maintenance activities is generated and retained.	<input type="checkbox"/>	<input type="checkbox"/>
5. Equipment is labeled with the inspection date, the initials of the inspector, and the date that the next inspection is due.	<input type="checkbox"/>	<input type="checkbox"/>
6. Relevant staff are properly trained in the use of medical equipment. Documentation of training and education is maintained in their personnel files.	<input type="checkbox"/>	<input type="checkbox"/>
7. The scope of practice of medical personnel/licensed staff is considered when they perform or assist in a procedure and/or use medical equipment.	<input type="checkbox"/>	<input type="checkbox"/>
8. A process is in place that requires the immediate removal of malfunctioning equipment from use in the practice. This process includes a provision to sequester any piece of equipment which may be directly involved in injury to a patient, staff, or provider. MLMIC is promptly notified when an equipment related patient injury occurs.	<input type="checkbox"/>	<input type="checkbox"/>