



Policy Name MEDICAL EQUIPMENT MAINTENANCE	Policy Number: 2405
	Effective Date: February 15, 2012
Approved By: Management Committee	Date Revised: October 31, 2018
Classification: Maintenance	Page No: Page 1 of 2

POLICY INTENT

The Salvation Army Agapé Hospice Maintenance Department ensures that maintenance of all medical equipment is done on site such as: professional maintenance and support service contracts.

POLICY AND PROCEDURE

All medical equipment is cleaned by clinical staff and is kept in good working condition. The following are included as Medical Equipment:

AED	cleaned by Registered Nurses and Resident Attendants and are stored in the workstation.
B/P Monitor	cleaned by Registered Nurses and Resident Attendants and are stored in the workstation
Bath Tub	cleaned by Registered Nurses and Resident Attendants after each use and is maintained by Maintenance Staff and by service contract with ARJO (the supplier).
Beds and Mattresses	these are cleaned after each use by Registered Nurses and Resident Attendants. On-going maintenance is provided by Agapé Staff and Hill Rom Specialists.
Bladder Scanner	cleaned by Registered Nurses and Resident Attendants and is stored in the Clinical Care Coordinator's Office.
Broda Chairs	are cleaned by Registered Nurses and Resident Attendants and are stored in the basement Medical equipment storage area
Commodes	are cleaned by Registered Nurses and Resident Attendants and are stored in the basement Medical equipment storage area
IV Poles	are cleaned after each use by Registered Nurses and Resident Attendants and are stored for next use.
PrimeAire Mattress	are cleaned and stored post death after each use by Registered Nurses and Resident Attendants. On-going maintenance is provided by Agapé Staff and Hill Rom Specialists.
Resident Lift	Lifts are cleaned by Registered Nurses and Resident Attendants after each use and are housed on the unit.
Resident Slings	are visually inspected before each use and are sent to laundry after each resident's use for cleaning.
Walkers	are cleaned by Registered Nurses or Resident Attendants and by Maintenance staff as needed and are stored in the basement Medical equipment storage area.
Wheel Chairs	are cleaned by Registered Nurses and Resident Attendants and by Maintenance staff as needed and are stored in the basement Medical equipment storage area

Equipment that is earmarked for repair is clearly labeled and taken out of rotation and serviced by maintenance staff or the appropriate contractor, and returned to storage for future use.

RECORD KEEPING

Any staff member can initiate a work order for repair or maintenance of any piece of equipment through the work order entry system. **Any incidents relating to failed or faulty equipment are documented by "Incident Report"**. Cleaning and Maintenance of equipment is documented by RNs and RAs as well as



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Maintenance staff. These records are maintained by log and are housed in the Nursing Unit and in the Maintenance Department.