NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES (NNAMHS)
POLICY AND PROCEDURE

SUBJECT: MEDICAL EQUIPMENT AND UTILITY SYSTEM MONITORING

NUMBER: NN-EC-09

ORIGINAL DATE: 09/27/95

REVIEW/REVISE DATE: 06/06/96, 01/04/01, 07/08/04, 06/7/07, 4/15/10, 2/21/13

APPROVAL: Cody L. Phinney Agency Director

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I. PURPOSE

To ensure the safety and reliability of utility systems and medical equipment used in consumer care.

II. POLICY

Monitoring and maintenance of medical equipment and utility systems shall be conducted annually and reported to the Accreditation Leadership Committee through the Environment of Care Committee (EOC).

III. REFERENCES

1. NNAMHS Policy NN-EC-10 Manufacturers Supply and Recall.
2. NNAMHS Policy NN-EC-08 Safety Management.
3. NNAMHS Policy NN-EC-04 Utility System Failure

IV. PROCEDURE

1. Medical and utility equipment malfunction shall be reported immediately by staff to their supervisor.
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2. The supervisor will:
   a. Determine if the malfunction is due to mechanical or incorrect use of equipment.
   b. Telephone any emergency conditions to the Maintenance Department and the Environmental Safety Officer immediately.
   c. If practical, remove the equipment from service.
   d. Report the malfunction to the Maintenance Department by completing a Maintenance Work Request form.
3. The Maintenance Department will:
   a. Arrange for the removal and/or repair of the equipment.
   b. Provide written documentation to the Environmental Safety Officer regarding the problem, proposed solution, time frame, and outcome.
4. Preventive maintenance performed on medical equipment and major components of utility systems will be reported in writing to the Environmental Safety Officer.
5. The Environmental Safety Officer or designee will report medical and major utility system malfunctions, repairs, preventive maintenance, and general preparedness to the EOC Committee at the next scheduled meeting.
6. The EOC will report the medical and utility system information to the Accreditation Leadership Committee at the next scheduled meeting.