SUBJECT: Electrical Equipment

SEE ALSO: Hospital policies 01-31, Product Sales Representatives; 04-01, Equipment Maintenance Program; 04-05, Electrical Extension Equipment

INFORMATION

All electrical equipment must be inspected before use in the Hospital. This applies to equipment on loan for evaluation and/or research, as well as patient-, employee-, physician-, and Hospital-owned/leased equipment.

- All medical equipment samples must be inspected by Clinical Engineering before being installed or used in the Hospital.

- All patient care, laboratory equipment, or subassemblies included in the equipment maintenance program, and valued at less than $500 will be tagged with a four-digit number. Those items valued at more than $500 will be tagged by the capital equipment coordinator. The four-digit number will provide an audit trail on future evaluation of the equipment.

At the time of evaluation, Clinical Engineering personnel will develop a preventive maintenance program, as appropriate.

1. Use of patient-owned electrical equipment that is not considered hazardous, such as video games, radios, and electric shavers, are acceptable for use in patient care areas. Hair dryers and curling irons are also acceptable, but caution should be exercised since these items do present a fire hazard and could be hazardous.

2. Employee-owned electrical equipment can be used only in non-patient care areas and must be approved by the appropriate administrator for the area (non-patient care area are defined, for the purposes of this policy, as a room or enclosed area designated for use only by employees). Any heat-producing equipment, except microwaves and coffee makers, is prohibited for use in the Hospital; microwaves and coffee makers may be used only in non-patient care areas. Employee-owned televisions are also prohibited for use in the Hospital.

   Note: This policy does not include heating-producing items used in designated and approved kitchens.

3. Physician- or privately-owned equipment is limited to that which is essential to patient care.

INSTRUCTIONS

Equipment Inspection

1. The requesting/using department or area is responsible for ensuring that all medical equipment is inspected by Clinical Engineering before it is used in the Hospital.

2. Once the equipment is inspected and registered, Clinical Engineering will establish a preventive maintenance schedule.

Patient-Owned Electrical Equipment
1. Each patient receives a patient handbook, which includes information regarding electrical appliances.

2. Nursing staff will ask that all unauthorized patient-owned electrical equipment being used in patient care areas be sent home with a family member or stored in the patient's room until the patient is discharged.

Note: Nursing staff are responsible for visually inspecting any approved patient-owned equipment for frayed cords or other hazardous conditions. If any hazardous conditions exist, the nurse will inform the patient's family that the item must be removed from the Hospital.

Approved: ________________________________  Authorized: ________________________________
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