

# Check Medical Equipment Before Use

**Why?** The Joint Commission requires that OHSU maintain an inventory of medical equipment and evaluate that equipment **before initial use**. **Clinical Technology Services (CTS)** provides this critical service. From a patient safety perspective, new equipment should be fully inspected before put into service; from a Joint Commission survey perspective, even one piece of equipment that has missed the inventory and initial evaluation step can result in a citation. This is an easy and important safety consideration.

**What?** Clinical equipment is defined as **ANY** equipment used to diagnose, treat, or care for patients. Supply items and implantable devices are not included in this definition. Some examples are:

- Patient Monitors
- Beds
- EKG Machines
- Surgical Equipment
- External pacemakers
- Microscopes
- Vital Signs Monitors
- Ultrasound Machines
- IV Pumps
- Exam Lights
- Ventilators
- Televisions
- Scales
- X-ray Systems
- Anesthesia Equipment
- POC Analyzers
- Endoscopy Equipment
- Ophthalmology Equipment

**When?** When a new device arrives, and before placing it in use, call Clinical Technology Services (CTS) at extension **4-8420** and request a technician to be dispatched to check in the equipment. CTS may need additional details on the purchase of the equipment. This process covers all items purchased, borrowed, loaned, leased, and provided free of charge, as well as those being evaluated for purchase consideration. Patient owned items are handled through a different process and are excluded from this requirement (see Patient Owned Equipment Policy). After CTS inspects an item, a green or orange sticker is placed on the device indicating it has been inspected. **Look for this sticker each time you use medical equipment.**

**Who?** All directors, department managers and purchasing agents need to be aware of and are accountable to follow this process. CTS will follow-up directly with managers of departments where items are found that have not been properly checked in. CTS staff make regular rounds through all clinical areas and check for items that have not been inspected.

## Bottom Line:

If the device will be used on patients and has a power cord, charger, or runs on battery, it needs to be evaluated by CTS before its initial use.