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EXPERT RURAL HEALTH CONSULTANTS

Equipment Maintenance

An HSA Micro Learning Session



In Partnership with the Oregon Office of Rural Health

OREGON OFFICE of RURAL HEALTH

Equipment Maintenance: Safe and Accurate

42 CFR §491.6 – Physical Plant and Environment

Maintenance. The clinic or center has a preventive maintenance program to ensure that:
(1) All essential mechanical, electrical and patient-care equipment is maintained in safe operating condition;

- Equipment must be safe, functional, and ready for use.
- Maintenance is more than an annual inspection sticker.
- Your clinic needs a process to ensure equipment is maintained appropriately.

"If it touches or measures a patient, we want to be sure it is safe and accurate!"

What Equipment Are We Talking About?

Think beyond your exam rooms!

- Patient care equipment – scales, blood pressure monitors, EKG machines, etc.
- Laboratory and diagnostic equipment
- Emergency equipment – AEDs, oxygen equipment, fire extinguishers
- Essential mechanical and electrical systems

Don't forget: Equipment in storage, backup equipment,
or items that are rarely used.



Electrical vs. Biomedical: Know the Difference!

Electrical Safety Inspection

- Is the equipment electrically safe to use?
- Evaluates cords, grounding, and electrical hazards.
- Does not necessarily confirm the equipment is working accurately.

Biomedical Inspection

- Is the equipment functioning as intended?
- Evaluates performance, safety, and accuracy.
- May include calibration when appropriate.

Manufacturer Guidelines: Your Starting Point

- What does the manufacturer recommend?
- How often does the equipment need to be inspected or serviced?
- Does it require calibration or performance testing?
- Can staff complete routine checks, or is a professional needed?
- Do you have a copy of the manufacturer's instructions?



Best Practice: Keep manufacturer guidelines available for equipment requiring maintenance.

Your Maintenance Plan: What's Your Process?

Your written policy should answer:

- What equipment requires maintenance?
- How often are inspections completed?
- Who is responsible for coordinating and completing maintenance?
- How is new equipment added to the process?
- What happens when something breaks?
- Where is documentation maintained?

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Equipment Inventory: Do You Know What You Have?

- Maintain a list of equipment requiring maintenance.
- Identify inspection type and frequency.
- Track the last inspection and next due date.
- Add new equipment before placing it into service.
- Remove equipment that is no longer in use.
- Review and update your inventory at least annually.

Sticker vs. Log: What Do You Need?

Sticker

- Quick visual reference.
- Shows when equipment was inspected.
- May identify the next inspection date.

Log / Service Report

- Identifies what equipment was inspected.
- Documents what testing was completed.
- Tracks repairs, calibration, and corrective actions.
- Provides evidence of maintenance.

New Equipment & Broken Equipment

New Equipment

- Add it to your inventory.
- Review manufacturer guidelines.
- Complete appropriate inspection and testing before use.

Broken Equipment

- Take it out of service immediately.
- Label it "DO NOT USE."
- Notify the appropriate person.
- Arrange repair or replacement.
- Document the corrective action.

Equipment should not return to service until you know it is safe and functioning appropriately.

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Staff Training: Does Your Team Know What to Do?

- Who checks equipment before use?
- What should staff look for?
- Who do they notify if something isn't working?
- Where do they document concerns?
- Who coordinates maintenance and repairs?



Out of Sight, Out of Mind!

This is where things get missed!

- Equipment stored in cabinets or closets
- Backup or rarely used equipment
- Emergency equipment
- Equipment purchased during the year
- Equipment maintained by outside vendors or landlords

Take time annually to:

- Walk through your clinic and verify your inventory.
- Confirm required inspections were completed.
- Identify overdue maintenance or unresolved repairs.
- Keep evidence of your review.

Could You Demonstrate Your Maintenance Program?

If a surveyor walked in tomorrow…

- Could you produce your equipment inventory?
- Do you have manufacturer guidelines?
- Can you show maintenance and inspection records?
- Do you know what your vendor actually inspected?
- Can staff explain what happens when equipment breaks?
- Does your documentation support what your policy says?

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Thank You

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