

CLEANING AND TESTING OF EQUIPMENT PROCEDURE

APPROVED BY: Governing Body
DATE EFFECTIVE: 04/02/2017
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ACHC STANDARD: DRX7-12C

The purpose of this procedure is to ensure that all equipment is in the correct working condition and clean prior to being supplied to patients.

All equipment will be routinely tested for safety and proper operation according to the manufacturer's guidelines.

Personnel doing testing are to be qualified by in-house or manufacturer training. Documentation of training must be in employee's personnel record.

Equipment cleaning and testing will be documented in the Equipment Set-up and Maintenance Log.

Once an item is found to be properly functioning, it is to be cleaned and segregated with a Next Service Due stickers noting the date and/or hours the next preventive maintenance (PM) is to be performed (if applicable). The equipment is to be bagged in a clear plastic bag and a sticker stating "Equipment Cleaned and Checked" will be attached to the plastic and the unit will be returned to warehouse stock. This sticker will be dated and signed by the person testing the equipment.

Cleaning of the equipment will be performed with a germicidal cleaning agent according to the manufacturer recommendations.

All products will be stored in a manner to reduce the amount of dust and soilage by bagging small equipment after cleaning and covering large equipment with plastic after cleaning. Items on shelves will be dusted weekly. All equipment will be inspected before delivery and re-cleaned and disinfected with a chemical germicide if any dust is apparent. Staff will be monitored to assure that this policy is complied with.

Equipment in patient's homes will be tested / PM'd at regularly scheduled follow-up visits. PM of equipment in patient's homes should be performed as recommended by the manufacturer and as noted on the Next Service Due stickers attached to the equipment (if applicable). All equipment maintenance, PM, and patient set-up / D/C history will be documented in the Equipment Set-up and Maintenance Log.

Equipment that requires PM by outside repair sources must be changed out with the same type equipment on or before the PM date/hours noted on the Next Service Due sticker attached to the equipment.