Policies & Procedures

Equipment Cleaning and Testing
DMEPOS

Policy # EQM – 101
Date Effective: 05/22/2018
Date Revised: 05/15/2019
Approved by: Michael W. Burns

Purpose: *To ensure our patient's receive clean equipment at all times.*

Policy: *All equipment, which has been exposed to a patient or patient area, shall be completely cleaned with disinfectant and then tested before using again.*

Procedure:

Cleaning/Disinfecting

1. Staff will utilize Universal Precautions.
2. The device is pre-cleaned and disinfected with an *appropriate decontamination agent.*
   Demonstrate process for:
   a. Required application process,
   b. Required saturation time for all applicable surfaces and accessory parts, and
   c. Adequate removal of all cleaning agent

Inspection/Testing

1. All equipment will be inspected after patient use upon return to office location.
2. All devices are inspected according to the manufacturer's guidelines and an Inspection/Repair Form is completed.
3. Inspection can be done during the cleaning process while the disinfectant solution is taking effect.

Bagging, Tagging and Documenting

1. Once the equipment is cleaned, disinfected and inspected it is ready for any accessories that would normally accompany the piece of equipment.
2. A copy of the equipment Inspection/Repair Form is packed with the equipment and upon set-up is placed in the Equipment History Record and/or documented in the computer.
3. The equipment is either bagged or delivered in a box if new from manufacturer.
4. Equipment is now placed in the patient ready section of the warehouse.

Policies and Procedures

Equipment Cleaning/Testing
Respiratory

Policy # EQM – 101R
Date Effective: 01/01/2019
Date Revised:
Approved by: Michael W. Burns

Purpose: *To ensure our patient's receive clean equipment at all times.*

Policy: *All equipment is cleaned, disinfected and tested prior to patient use.*

Procedure:

Cleaning/Disinfecting

1. Staff will utilize Universal Precautions.
2. All oxygen cylinders are cleaned with a damp cloth.
3. The device is pre-cleaned and disinfected with an *appropriate decontamination agent.*
   Demonstrate process for:
   a. Required application process,
   b. Required saturation time for all applicable surfaces and accessory parts, and
   c. Adequate removal of all cleaning agent

Testing/Documenting

1. All equipment will be tested in between patients.
2. The devices are tested according to the manufacturer's guidelines and recorded on the history log.
3. Inspection of pressure relief devices valves and parts is completed.
4. HME utilizes Oxygen Analyzer for identity testing.

Policies & Procedure

Equipment Cleaning and Testing

Wound Care-Support Surface

Policy # EQM – 101S
Date Effective: 01/01/2019
Date Revised:
Approved by: Michael W. Burns

Purpose: *To ensure our patient's receive clean equipment at all times.*

Policy: *All equipment which has been exposed to a patient or patient area shall be completely cleaned with disinfectant and then tested before using again.*

Procedure:

Surface Cleaning

1. Staff will utilize Universal Precautions.
2. The device is pre-cleaned and disinfected with an appropriate decontamination agent.
   Demonstrate process for:
   a. Required application process,
   b. Required saturation time for all applicable surfaces and accessory parts, and
   c. Adequate removal of all cleaning agent

Mattress Cleaning

1. Wipe down the mattress unit with a damp cloth pre-soaked with warm water containing a mild detergent. Approved intermediate level disinfectants may be used according to the cover material and manufacturer's guidelines. The mattress top cover can be completely removed for laundry with water temperature up to 95°F; however, it is recommended that the user still check with manufacturer policy to determine the time/temperature ratio required to achieve thermal disinfection. After cleaning, please avoid dust and proximity to dusty areas. All parts should be air dried thoroughly before use.

Testing

1. All equipment will be tested in-between patients.
2. The devices are tested according to the manufacturer's guidelines and Equipment Checklist is completed.
3. Equipment is now placed in the patient ready section of the warehouse.

Policies & Procedures

Equipment Storage

Policy # EQM- 102
Date Effective: 02/05/2009
Date Revised:
Approved by: Michael Burns

Purpose: *To ensure that all equipment is properly stored.*

Policy: *The storage of equipment will be conducted in the following manner.*

Procedure:

1. All equipment is to be stored in a secure, environmentally safe area.
2. Boxes or bags will be utilized in all equipment storage instances.
3. Cross-contamination must be prevented. Therefore, all dirty equipment is to be kept in a separate area away from clean inventory.
4. Shelves, palettes, tables or boxes are to be utilized to keep all equipment and accessories from coming into contact with the floor or ground.

Policies and Procedures

Equipment Storage
Respiratory

Policy # EQM - 102 R
Date Effective: 01/01/2019
Date Revised:
Approved by: Michael W. Burns

Purpose: *To ensure that all oxygen and related products are properly stored.*

Policy: *The storage of respiratory products will be conducted in the following manner.*

Procedure:

Oxygen Cylinders

1. All equipment is to be stored in a secure, environmentally safe manner.
2. Containers are grouped by size and type of gas stored in a well ventilated area and chained and made secure.
3. Containers are kept away from heat ducts, radiators, steam pipes, combustibles, oil, grease and electrical appliances.
4. Valve caps, covers and plugs are stored together.
5. No smoking signs are posted.
6. Full and empty tanks are stored in separate areas and there is sufficient posting designating these areas.

Non-Cylinder Oxygen/Other Respiratory products

1. Equipment stored off floor and on shelves, palettes, tables or boxes.
2. Equipment is segregated clean from dirty and areas are labeled with signs
3. Obsolete & equipment in need of repair, separate and labeled.
4. All patient ready equipment is cleaned, tested, bagged and tagged.
5. Like equipment stored together.

Policies and Procedures

Equipment Repairs

Policy # EQM - 103
Date Effective: 09/30/2007
Date Revised:
Approved by: Michael Burns

Purpose: *All equipment is maintained in safe and good working order.*

Policy: *All equipment in need of repair is returned to the pharmacy*

Procedures:

1. The Patient representative returns the device in need of repair to the pharmacy.

2. The repair order form is completed and device is sent dirty DME area. The following information is recorded on the repair order form:
    * Date
    * Manufacturer
    * Model/Item No.
    * Serial No.
    * Representative's Name
    * Patient's Name
    * Problem noted
3. Prior to being sent for repair, device is cleaned according to the cleaning policy.

4. The device is inspected for assessment of damage and resolution by pharmacy staff.

5. Device information is documented in the repair log.
    - Pharmacy staff will perform minor repairs (i.e. crutch pad, walker tip, etc.)
    - If unable to resolve the problem internally, the device is sent on to the manufacturer or if deemed appropriate, item will be replaced.

6. If the repair is made internally device is tested, documented in device history record and returned to inventory.

Device Hazards and Recalls

Policy # EQM - 104
Date Effective: 11/03/2008
Date Revised:
Approved by: Michael Burns

Purpose: *To put into place documentation which will notify employees who have a need to know of equipment recalls and service bulletins.*

Policy: *All device hazards and recalls are to be documented and kept on file in the following manner.*

Procedure:

1. Upon notice from the manufacturer of an equipment recall or hazard, the patient data base is to be reviewed to ascertain if any of the problem units are presently being used by patients.

2. All such devices in use by patients are to be recovered from the field and exchanged for non-defective equipment in order to maintain continuity of care.

3. After proper cleaning, said devices are to be shipped back to the manufacturer. The hazard or recall is to be recorded in the device history file.

Policies and Procedures

Preventive Maintenance

Policy # EQM - 105
Date Effective: 09/30/2007
Date Revised:
Approved by: Michael Burns

Purpose: *To ensure equipment utilized on patients is in proper working order and breakdown is minimized.*

Policy: *All manufacturer guidelines are followed and equipment is tested before each patient's use.*

Procedure:

1. All equipment is tested prior to disposition.
2. During follow-up visits equipment is monitored for function and effectiveness.
3. Manufacturer guidelines are followed and a file with appropriate information is maintained.
4. An inspection sticker is placed on the controllers with the date of return inspection.
5. All equipment is returned to the pharmacy after a patient is discharged and then on an as needed basis.
6. All inspections are also documented on the equipment history file maintained on each piece of equipment.