

**PATIENT SAFTY**

**CHECKLIST #1**

**MANGEMENT OF MEDICAL EQUIPMENT FOR PATIENT CARE**

Many procedures are performed in the office setting using physician-owned or leased medical equipment. Failure or malfunction of this equipment may lead to patient, staff or provider injury. The appropriate maintenance of this equipment is essential to patient safety.

	<b>YES</b>	<b>NO</b>
1. A process is in place for the maintenance of medical equipment. The manufacturers' directions for use and recommended preventative maintenance schedule are followed.	<input type="checkbox"/>	<input type="checkbox"/>
2. All patient care equipment is inspected on an annual basis at a minimum, or more often if recommended by the manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>
3. A designated staff member confirms that all required inspections and preventative maintenance of equipment is performed at appropriate intervals.	<input type="checkbox"/>	<input type="checkbox"/>
4. A record of all maintenance activities is generated and retained.	<input type="checkbox"/>	<input type="checkbox"/>
5. Equipment is labeled with the inspection date, the initials of the inspector, and the date that the next inspection is due.	<input type="checkbox"/>	<input type="checkbox"/>
6. Relevant staff are properly trained in the use of medical equipment. Documentation of training and education is maintained in their personnel files.	<input type="checkbox"/>	<input type="checkbox"/>
7. The scope of practice of medical personnel/licensed staff is considered when they perform or assist in a procedure and/or use medical equipment.	<input type="checkbox"/>	<input type="checkbox"/>
8. A process is in place that requires the immediate removal of malfunctioning equipment from use in the practice. This process includes a provision to sequester any piece of equipment which may be directly involved in injury to a patient, staff, or provider. MLMIC is promptly notified when an equipment related patient injury occurs.	<input type="checkbox"/>	<input type="checkbox"/>