

PROCEDURE FOR: Malfunctioning Equipment: Reporting of

- POLICY:
1. Equipment malfunctions will be reported to supervisory personnel in a timely manner to assure maintenance of patient support services.
 2. Malfunctioning portable equipment will be tagged with a "defective" sticker and information will be logged into the Clinical Engineering Repair Books, located at the Operating Room Front Desk or in Central Sterile Supply. Entries in the repair books will include as much information as possible and any disposable supplies used with the equipment at the time of malfunction will be retained for clinical engineering staff access.
 3. Malfunctioning non-portable equipment will be reported to the appropriate UCHC department or authorized service for repair:
 - a. Facilities Management: plumbing, cart washer, washer-decontaminator,
 - b. Clinical Engineering: Steris units
 - c. Environmental Control: gas aerator/sterilizers
 - d. outside vendor: steam sterilizers
 4. A Risk Identification Report will be completed whenever possible or actual patient harm has occurred.

APPROVAL: Nursing Standards Committee

EFFECTIVE DATE: 5/86

REVISION DATES: 1/88, 1/89, 2/90, 6/91, 6/96, 10/03