

HEALTH SERVICES QUALITY ASSURANCE IMPLEMENTATION GUIDE

EXERCISE NINE

SUBJECT: PREVENTIVE MAINTENANCE PROGRAM FOR MAJOR HEALTH CARE EQUIPMENT

PURPOSE: The purpose of this exercise is to assist clinics in developing and administering a preventive maintenance program for major health care equipment.

BACKGROUND: Preventive maintenance is defined as systematic inspection and servicing of equipment to maintain it in operational condition. A good program will detect and correct minor problems before they render the equipment inoperable. Preventive maintenance at regular intervals will ensure safety and cost-effective equipment utilization. Maintenance records may also be valuable tools in the evaluation and justification of future equipment procurement requests.

DISCUSSION: Each clinic's preventive maintenance program must include the following components:

- (1) A designated Preventive Maintenance Coordinator who will be responsible for conducting the program. If a Biomedical Equipment Repair Technician (BMET) is assigned to the unit, he/she will fill this role. If not, an individual with mechanical aptitude or a desire to work with equipment may be appointed. Clinics may also contract for preventive maintenance services as funding permits.
- (2) A preventive maintenance schedule for all major health care equipment. Equipment covered and each unit based on manufacturer's specifications and use frequency may determine maintenance intervals. Clinics may also consult enclosure (1), health Care Equipment Preventive Maintenance Checklist. Keep in mind that preventive maintenance cycles can vary significantly among different manufacturers of similar equipment. Enclosure (1) is intended only as a guide to assist clinics in establishing a program and shall be modified as required.
- (3) A written record must be maintained for all preventive maintenance procedures and repairs performed on health care equipment. Coast Guard facilities will utilize the Medical/Dental Equipment Maintenance Record (NAVMED 6700/3CG), Enclosures (2) and (3). Side (A) is utilized to record preventive maintenance data and side (B) is utilized to record repairs accomplished.

ENCLOSURE (1)

SUBJECT: PREVENTIVE MAINTENANCE PROGRAM FOR MAJOR HEALTH CARE EQUIPMENT

ACTION: Each clinic is responsible for maintaining its own equipment. Clinics having health care equipment shall ensure that a preventive maintenance program is in effect for their major health care equipment:

- (1) The Chief, Health Service Division will designate in writing a Preventive Maintenance Coordinator who will assume responsibility for conducting the preventive maintenance program.
- (2) A preventive maintenance schedule for all major health care equipment will be established. Enclosure (1) may be used in whole or part for this purpose.
- (3) All preventive maintenance inspections and repairs will be logged in a timely fashion, using the Medical/Dental Equipment Maintenance Record (NAVMED 6700/3CG). This record will be subject to review during MLC quality assurance clinic site surveys.

Enclosures: (1) Health Care Equipment Preventive Maintenance Checklist
 (2) Sample, Medical/Dental Equipment Maintenance Record (NAVMED 6700.3CG)
 (3) Blank Form, Medical/Dental Equipment Maintenance Record (NAVMED 6700/3CG)

HEALTH CARE EQUIPMENT PREVENTIVE MAINTENANCE CHECKLIST

MEDICAL ITEMS	PMC	DENTAL ITEMS	PMC
AUDIOBOOTH	A	AIR COMPRESSOR	A
AUDIOMETER	S	AMALGAMATOR	S
AUTOCLAVE	S	AUTOCLAVE	Q
CENTRIFUGE	S	CASTING UNIT	S
DEFIBRILLATOR	W	CHEMCLAVE	Q
EKG	Q	CURING UNITS	A
INCUBATOR	S	DENTAL CHAIR	Q
OXYGEN APPARATUS	W	DENTAL LIGHT	Q
FILM PROCESSOR	Q	DENTAL UNIT	Q
SPIROMETER	Q	FILM PROCESSOR	Q
TONOMETER	Q	FURNACE	S
AF VISUAL TESTER	S	HANDPIECE	Q
WHIRLPOOL	S	MODEL TRIMMER	A
X-RAY UNIT	S	SUCTION MACHINE	Q
CELL COUNTER	Q	DRY HEAT STERILIZER	Q
ULTRASOUND	S	X-RAY, DENTAL	S
INJECTION APPARATUS	Q	X-RAY, PANOGRAPHIC	S
SUCTION UNIT	S	ULTRASONIC SCALER	Q
RESUSCITATOR	Q	BURN OUT OVEN	S
SILVER RECOVERY UNIT	S	CAVITRON	S
ENT CHAIR	A	PORCELAIN OVEN	S
PHOROMETER	S	BALDER LATHE	Q
LENSOMETER	S		
SLIT LAMP	S		
BLOOD CHEMISTRY ANALYSIS	Q		
TYMPANOGRAPH	S		
MILIPORE WATER TEST KIT	Q		

KEY***

PMC	Preventive Maintenance Cycle
A	Annual
S	Semi-Annual
Q	Quarterly
W	Weekly

NOTE: THESE ARE MINIMUM REQUIREMENTS ONLY. MANUFACTURER'S RECOMMENDATIONS TAKE PRECEDENCE OVER ALL OTHERS.

THESE REQUIREMENTS ARE IN ADDITION TO DAILY AND WEEKLY CLEANING, MAINTENANCE, AND CALIBRATION REQUIRED BY EQUIPMENT OPERATORS.