



Medical Electronic Equipment Procedure

Procedure Number

CHC-PG-0050

Version Nos:

8

1. Purpose

This Procedure outlines the process by which the West Coast District Health Board (WCDHB) will purchase medical electronic equipment.

2. Application

This Procedure is to be followed by all staff throughout the WCDHB.

3. Definitions

For the purposes of this Procedure:

Medical Electronic Equipment is taken to mean equipment that is used for anaesthetic use, electrical and electronic patient care, monitoring equipment, and diagnostic equipment.

4. Responsibilities

For the purposes of this Procedure:

the **WCDHB Biomedical Department** is required to:

- review all requests for purchase of medical electronic equipment;
- check all newly purchased medical electronic equipment prior to it being used;
- undertake regular preventative maintenance checks of medical electronic equipment;
- make recommendations regarding the condemnation of medical electronic equipment

5. Resources Required

This Procedure requires no specific resources.

6. Process

- 1.00 All requests for purchase of medical electronic equipment are to be reviewed by the WCDHB Biomedical Department.
- 1.01 All medical electronic equipment purchased by the WCDHB must comply with New Zealand and International Standards (where applicable).
- 1.02 All medical electronic equipment purchased by the WCDHB must also include fully comprehensive service manuals.
- 1.03 Where possible, standardisation of medical electronic equipment throughout the WCDHB is to be achieved.
- 1.04 Prior to commencement of use, all newly purchased medical electronic equipment is to be checked by the WCDHB Biomedical Department.
- 1.05 Planned preventative maintenance checks will be undertaken on medical electronic equipment by the WCDHB Biomedical Department.



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- 1.06 Medical Electronic Equipment condemnation is to be on the technical recommendations of the WCDHB Biomedical Department.
- 1.07 When Medical Electronic Equipment is identified as being unsafe or defective, the relevant Manager is to be informed.
- 1.08 The Manager is to provide the notifying staff member with a reusable tag which is to be dated and placed onto the Medical Electronic Equipment to indicate that it is unsafe/defective.
- 1.09 A requisition is then completed and forwarded to the WCDHB Biomedical Department.
- 1.10 When repairs have been completed the tag is to be removed and returned to the relevant Manager.

7. Precautions And Considerations

- ➔ All requests for purchase of medical electronic equipment are to be reviewed by the WCDHB Biomedical Department
- ➔ All medical electronic equipment purchased by WCDHB must also include fully comprehensive service manuals.
- ➔ Prior to commencement of use, all newly purchased medical electronic equipment is to be checked by the WCDHB Biomedical Department.

8. References

AS/NZ 3551:2004
AS/NZ 3760:2003
AS/NZ 2500:2004
AS/NZ 3200:2004

9. Related Documents

WCDHB Electrical Safety Procedure

Revision History	Version:	7
	Developed By:	Quality Improvement Co-Ordinator
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