LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - SHREVEPORT

EMERGENCY BIOMEDICAL SERVICE

Purpose

To provide a system of emergency repair service to patient care, nurse call, and pneumatic tube equipment after regular business hours and on weekends and holidays.

Policy:

After hours Emergency repair of patient care, nurse call, and pneumatic tube equipment shall include those urgent situations where equipment service clearly cannot wait until the next business day.

A user that experiences equipment malfunctions or other operational errors in the equipment shall contact the Administrative House Manager to determine if it is justifiable to radio page the “On-Call” technician, or if the matter can wait to the next business day.

If an emergency is determined, the Administrative House Manager shall contact the LSU telephone operator requesting the Biomedical Equipment Technician “on-call” be paged. The on call technician will contact the telephone operator for further information, department, contact person, etc. A standard “Work-Order” is still required as it serves as the primary tracking document for equipment repairs or service.

After the emergency situation has been attended to, the electronic technician will request the department to key in a Work-Order for the job (code BIOP). All repair actions, or other services performed, are entered by the technicians in the designated area of the Work-Order.

All work performed shall be entered into the historical record for that device. The record shall show date, indicate the nature of service/repair, action taken and repair technician’s name and time required completing the repair.

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Administrator

6/16/04

Approved by Clinical Board: 4/17/01, 6/15/04
Written: 4/89
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