

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER -
SHREVEPORT

MANAGEMENT OF EQUIPMENT SERVICE AND MAINTENANCE

Purpose:

To provide guidelines for obtaining maintenance and repair services for clinical equipment.

Policy:

1. Equipment used by LSUHSC-S for the provision of patient care shall be maintained by:
 - A. Biomedical Engineering,
 - B. Physical Plant,
 - C. through the Asset Management Contract, or
 - D. by contract or purchase order for services administered by the owning department.
2. It is the policy of LSUHSC-S that clinical equipment be properly maintained so that it functions as intended, and that services for maintenance and repair be obtained in a cost effective manner. Consequently, using departments should consider in-house sources for service if adequate resources are available.
3. If the using department determines that a service contract is required, a "Request for Service Contract" shall be submitted as per Hospital Policy 2.18.2. All contract requests must meet the requirements of the Asset Management Contract. Requests for "sole source provider" must provide adequate justification.
4. Biomedical Engineering shall serve as a resource for department managers in evaluating service needs, reviewing contract specifications and answering questions regarding the Asset Management Contract.
5. Purchasing shall provide assistance to department managers in preparing contract proposals.
6. Department managers shall send a copy of all documentation of services obtained by contract or purchase order by their department to Biomedical Engineering upon completion of the

service call. Biomedical Engineering and Physical Plant shall be responsible for documenting service on equipment for which they are responsible. The Asset Management contractor shall be responsible for service documentation on all equipment covered by that contract. Documentation shall include as a minimum the following information:

- A. Equipment description (manufacturer, model and serial #)
 - B. Location
 - C. LSU number
 - D. Description of repairs
 - E. Description of maintenance and preventive maintenance
7. Each entity responsible for service documentation shall be responsible for compliance with laws and regulations governing the performance of equipment and shall be able to provide documentation of compliance.
8. It is the using department's responsibility to notify Biomedical Engineering when clinical equipment is traded-in, turned-in to Surplus, or otherwise disposed of.



Administrator

3/27/07_____

Date

Approved by Clinical Board: 1/12/01, 2/17/04, 3/20/07

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