LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - SHREVEPORT

APPROVAL PROCESS FOR ACQUISITION AND IMPLEMENTATION OF PATIENT RELATED EQUIPMENT

Purpose:

To ensure that medical instrumentation under consideration for use within the medical center is evaluated prior to purchase, lease, or rental.

Policy:

1. Biomedical Engineering, in conjunction with nursing, medical staff, and other relevant departments will evaluate equipment prior to acquisition. The evaluation shall include an assessment of safety, infection control, and clinical effectiveness, conformance with the manufacturer’s specifications and applicable codes and standards, compatibility with existing systems, ergonomic and operational factors, and maintenance and operating costs throughout the equipment life cycle.

2. Requests for patient-related equipment will be forwarded to Biomedical Engineering through Hospital Administration for review. Biomedical Engineering will indicate whether technical service documentation is required as part of the equipment order and will complete their technical assessment. If problems or questions result from the review, Biomedical Engineering will communicate with the requesting department.

3. It is the responsibility of Biomedical Engineering, in conjunction with the requesting department, to develop purchase specifications when required, to develop installation requirements for stationary medical instrumentation systems, and to inform Physical Plant if construction or renovation is required, or if there are unusual or additional power requirements.

4. Purchasing and Materials Management is responsible for ensuring that purchase specifications are met and that the required technical documentation is obtained.
5. It is the responsibility of the department manager to:

   a. develop an approved departmental procedure/policy for equipment use;

   b. develop a plan to document staff competency in use of the equipment; and,

   c. consult the Infection Control Practitioner prior to final development of departmental policy for input when the equipment will be used for direct patient care.

   

   Administrator

   3/17/04
   Date

   Approved by Clinical Board: 10/17/00, 3/16/04
   Written: 4/95
   Reviewed: 4/98, 9/00, 2/04
   Revised: 4/98, 9/00, 2/04