



**NEPHROLOGY PROGRAM
DEPARTMENT POLICIES AND PROCEDURES**

**Biomed Neph - Section 01 - Equipment Maintenance - Neph Tech 1-14
Equipment Status Identification Procedure
No.: 01505 (TOH Standardized Policy Number)**

ISSUED BY:

Nephrology Technical Practice Committee

DATE OF APPROVAL:

2015/07

APPROVED BY:

Program Clinical Director and Division Head

LAST REVIEW/REVISION DATE:

2016/10

CATEGORY:

Equipment Maintenance

IMPLEMENTATION DATE:

2015/07

POLICY STATEMENT:

- In order to ensure patient safety, equipment status identification is required

PURPOSE:

- To clarify the processes to be followed when removing defective equipment from service as well as when returning equipment to service after completion of corrective/preventive maintenance procedures

DEFINITION(S):

- Equipment shall include but not be limited to, hemodialysis machines, vascular access flow monitors, water treatment systems, centrifuges used by home patients, patient lifts and scales, and dialysis chairs

ALERTS: N/A

PROCEDURE:

A: Reporting defective equipment

→ WHEN NO TECHNOLOGIST IS AVAILABLE

1. When a piece of equipment is suspected of having a condition that would make it unusable or unsafe, the nurse or dialysis aide reporting the problem shall fill out a "DIALYSIS EQUIPMENT PROBLEM" red tag and attach it to the defective equipment
2. All pertinent information shall be provided such as ERROR CODES, ALARMS, COMMENTS, NAME of employee reporting the problem and DATE
3. The equipment must be cleaned and disinfected (following clinical practice procedures) and moved to the Technical Lab by the nurse or dialysis aide reporting the problem
4. Satellite Units/SLED users are to notify designated Dialysis Technologists that equipment required service

B: Reporting defective equipment

→ WHEN A TECHNOLOGIST IS AVAILABLE

1. When a piece of equipment is suspected of having a technical condition that would make it unusable or unsafe, the nurse or dialysis aide reporting the problem shall communicate as many details as possible so the technologist can fill out a red "DIALYSIS EQUIPMENT PROBLEM" tag and attach it to the defective equipment
2. All pertinent information shall be provided such as ERROR CODES, ALARMS, COMMENTS, NAME of employee reporting the problem and DATE
3. The equipment must be cleaned (following clinical practice procedures) by the nurse or dialysis aide reporting the problem. The technologist will move the equipment to the Technical Lab for repair

C: Equipment swap request

1. When a piece of equipment is in use and needs to be brought to the Technical Lab for scheduled maintenance, the technologist shall fill out a yellow "DIALYSIS EQUIPMENT SWAP REQUEST" tag and attach it to the equipment to be removed from service
2. All pertinent information shall be provided such as MACHINE #, TECHNOLOGIST, DATE and REASON for the swap request
3. The equipment must be cleaned and (following clinical practice procedures) by the nurse or dialysis aide before moving to the Technical Lab
4. If a technologist is available, he/she will assist in moving the equipment to the Technical Lab

D: Equipment ready to return for use

1. Following the completion of the corrective/preventive maintenance procedures, the technologist shall fill out a green "DIALYSIS EQUIPMENT READY" tag and attach it to the equipment

2. All pertinent information shall be provided such as MACHINE #, TECHNOLOGIST, DATE and LAST DISINFECTION details
3. The equipment is to be placed in the pool of spare equipment by the technologist and unit staff made aware that the equipment is ready for use

NOTE: A piece of equipment **shall not** be deemed “ready” until:

- Basic functionality has been verified
- All modules have been verified (e.g.: blood pressure, heparin)
- The last completed disinfection is within allowable time limits when applicable
- It has been verified that there are no open work orders on the equipment
- The exterior of the machine is clean
- It has been verified that all exterior cables and tubing are present and in good condition
- Any “Equipment Repair Worksheet” that was started has been completed and filed in the appropriate binder

RELATED POLICIES / LEGISLATION:

1. Nephrology Policies and Procedures - [Biomed Neph - Section 01 - Equipment Maintenance - Neph Tech 1-03 \(#01057\) Equipment Repair](#)
2. Nephrology Policies and Procedures - [Biomed Neph - Section 01 - Equipment Maintenance - Neph Tech 1-07 \(#01060\) NephroCare Work](#)

REFERENCES:

1. To see a copy of the “DIALYSIS EQUIPMENT PROBLEM” tag [go to page 4](#)
2. To see a copy of the “DIALYSIS EQUIPMENT SWAP REQUEST” tag [go to page 5](#)
3. To see a copy of the “DIALYSIS EQUIPMENT READY” tag [go to page 6](#)

COMMENTS / SIGNIFICANT REVISIONS: N/A



Dialysis Equipment Problem!

Error code (s) / Alarm (s): _____

Comments: _____

Submitted by: Nurse/Dialysis Aide/Technologist: _____

Date : _____



Dialysis Equipment Problem!

Error code (s) / Alarm (s): _____

Comments: _____

Submitted by: Nurse/Dialysis Aide/Technologist: _____

Date : _____



Dialysis Equipment Problem!

Error code (s) / Alarm (s): _____

Comments: _____

Submitted by: Nurse/Dialysis Aide/Technologist: _____

Date : _____



Dialysis Equipment Swap Request

Machine #: _____

Submitted by : Technologist: _____

Date : _____

Reason: _____



Dialysis Equipment Swap Request

Machine #: _____

Submitted by : Technologist: _____

Date : _____

Reason: _____



Dialysis Equipment Swap Request

Machine #: _____

Submitted by : Technologist: _____

Date : _____

Reason: _____



Dialysis Equipment Ready

Machine # _____ Technologist: _____

Date : _____

Last disinfect (date & time): _____ Heat / Heat+C / Heat+A
(Circle one)

Submitted by : Technologist: _____



Dialysis Equipment Ready

Machine # _____ Technologist: _____

Date : _____

Last disinfect (date & time): _____ Heat / Heat+C / Heat+A
(Circle one)

Submitted by : Technologist: _____



Dialysis Equipment Ready

Machine # _____ Technologist: _____

Date : _____

Last disinfect (date & time): _____ Heat / Heat+C / Heat+A
(Circle one)

Submitted by : Technologist: _____