

Clinical Process Instruction Manual

Equipment Maintenance Process Instruction

Policy:

Trillium Gift of Life Network (TGLN) validates and monitors equipment to ensure that required environmental conditions are maintained where applicable.

Process:

Life Port™ Kidney Pumps

1. The Surgical Recovery Coordinator (SRC) or designate monitors the kidney pumps to verify they are functioning within normal limits. SRCs perform pre- and post-use checks on kidney pumps for every case as specified in *Perfusion & Packaging: Kidney with LifePort™ Pump, CPI-9-414*.
2. If a kidney pump is deemed unusable, this is documented in the *Equipment Repair/Annual Equipment Service Log* by the SRC. See Exhibit 1. The service log is located at the Provincial Resource Centre (PRC) Administrative Assistant's desk. The SRC will also notify the PRC Administrative Assistant and PRC Organ-Manager who will make arrangements to have the pump shipped to the company for evaluation and repair. While awaiting shipment, the SRC places a notice on the kidney pump to ensure it is not used.
3. The SRC uses a special disinfectant to clean the kidney pumps after every use. This disinfectant performs a cleaning function without being absorbed by barriers, cells, tissues or organs.

Coolers

4. Coolers are inspected prior to each use and following each use. The key attributes inspected include:
 - damage (e.g. cracks, voids, broken hinges, missing zippers, wheels, etc.)
 - permanent contamination (e.g. Staining)
 - leaks (either external or internal indicated by the sound of water moving around)Any of these conditions warrant the disposal of the cooler.

Refrigerators, Freezer and Ice Maker

5. The PRC Administrative Assistant sets up a purchase order annually to have the preventative maintenance program scheduled for refrigerators and the freezer. Preventative maintenance is

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conducted annually, as a minimum by the contracted service and equipment (including the chart recorder) is calibrated as required.

6. The ice maker is maintained on an as needed basis by the equipment supplier.
7. The PRC Administrative Assistant or designate is responsible for:
 - receiving and reviewing the equipment report from each supplier
 - ensuring that all supplier-related information has been completed on the supplier's report
 - signing off, on the supplier's report, after all of the information has been reviewed
 - following-up with suppliers to get the report fully completed, if there are gaps

Records:

Record Name	Form No. (if applicable)	Record Holder	Record Location	Retention Time (as a minimum)
Contractor's Inspection Report	-	PRC Department	PRC Department	10 years
Equipment Repair/Annual Equipment Service Log	CSF-9-74	PRC Department	PRC Department	10 years

References:

- *Perfusion & Packaging: Kidney with LifePort™ Pump, CPI-9-414*

