**LOURDES HOSPITAL**

**169 Riverside Drive**

**Binghamton, New York 13905**

**LAB MANUAL**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUBJECT: Equipment Management ORIGIN DATE: 3/16/09**

**REVIEWED: 6/11/2021 REVISED:6/6/2017**

**REGULATORY REFERENCES: CROSS REFERENCES: General Lab Policy Manual**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POLICY**: To ensure the integrity of patient samples and testing all electrical equipment must be operating properly. Simple maintenance has to be performed and documented on all equipment

**PROCEDURE:**

* The selection and acquisition of equipment will be done in conjunction with the Hospital Laboratory designee and the appropriate personnel.
* The identification, electrical evaluation, and inventory of the equipment shall be completed by the Hospital Bio-medical department **prior** to placement and use at the facility.
* The centrifuges shall be assessed semi-annually to ensure proper operation by the bio-medical department
  + To ensure proper speed the Centrifuge is checked by the use of a tachometer
  + To ensure proper timing the timer is checked against a stop watch and any adjustments noted.
  + Documentation of the maintenance is kept by the hospital Bio-Med department (798-5400)
* Temperatures shall be monitored and recorded daily on all temperature sensitive equipment.
* The chart must state the acceptable range
* Any out of range temperatures and corrective action must be noted on the chart.
* If unable to correct an out of range temperature call BioMed (798-5400) to repair the unit and find an alternate refrigerator and transfer contents.
* All thermometers used will be certified by the manufacturer or will be checked by the Point of Care Coordinator against the NIST thermometer per Laboratory Procedure **prior** to being put into use and annually thereafter.
* Any equipment malfunction shall be reported to the Bio-medical department (798-5400). Any repairs or remedies must be documented by the Bio-Med department in the Equipment Service History.

**Electronic Authorizations:**

Michael Zur, MD, Medical Director of Laboratory

Kelly Cwikla, MT(ASCP)SM, Clinical Manager of Microbiology