

**CCEMS  
OPERATIONS POLICY 100-22  
EQUIPMENT TRACKING AND MAINTENANCE**

**I. PURPOSE**

- 1.1 To protect patients from the potential of malfunctioning equipment.
- 1.2 To ensure CCEMS accurately accounts for all equipment listed on the CCEMS inventory lists.
- 1.3 To provide consistency in scheduling routine equipment service visits between CCEMS and contracted vendors.
- 1.4 To ensure compliance with the accounting methods set by management.


**II. POLICY**

- 2.1 All equipment listed on the CCEMS asset list will be accounted for at all times regarding condition, location, and age. All CCEMS employees are responsible for collecting, maintaining and reporting this information.
- 2.2 The Administrative Assistant is responsible for scheduling all routine equipment maintenance visits, i.e.; Physio-Control, EMSAR cot maintenance, etc., between CCEMS and contracted service providers.
- 2.3 Employees will document all routine and emergency equipment maintenance needs on the official CCEMS "Equipment Maintenance Form", (Attachment A)
- 2.4 All crew members have the authority to place equipment out of service for safety related issues. Personnel will contact CCEMS administration anytime they take a piece of equipment out of service.

**III. PROCEDURE**

- 3.1 All equipment will be inventoried and numbers assigned to each piece of equipment that corresponds with the asset list and serial number of each device. This will also allow assignment of that equipment to a specified location. CCEMS administration is responsible for obtaining, tracking and reporting this information.
- 3.2 The Administrative Assistant will schedule all routine maintenance visits with contracted service providers. The Administrative Assistant is responsible for keeping all CCEMS employees informed on when these visits will occur.
- 3.3 Any equipment failure or damage must be reported on the official CCEMS "Equipment Maintenance Form (Attachment A). In addition, CCEMS administration must be contacted as soon as possible.
- 3.4 In the event of equipment failure or damage that occurs while transporting a patient, the transporting crew will: 1. Call for another EMS unit for immediate assistance, if needed. 2. Contact administration, if needed. 3. Complete an "**Unusual Occurrence Form, as outlined in SOP 100-05** and complete an "**Equipment Maintenance Form (Attachment A)**". Crews must contact administration on all incidences of equipment failure during patient transports. Administration, primarily the Director, will be responsible for following up with the patient or family member and other agencies as determined by law.

3.5 No CCEMS employee, auxiliary personnel or any unapproved individual will attempt to dismantle, repair or calibrate any CCEMS patient care equipment. The only approved individuals will be appointed to do so by the Director. Electronic repair work will only be completed by the approved and licensed vendors through service contracts.

Director: 

Effective: 09-29-2008

Reviewed: \_\_\_\_\_

Revised: \_\_\_\_\_