SCHOOL OF HEALTH AND LIFE SCIENCES

Policy

Policy Name:	Centre for Advanced Medical Simulation Storage and Maintenance of Equipment and Supplies Policy		
Owner:	Director, Centre for Advanced Medical Simulation (CAMS)	**Effective Date:**	09/01/2017
Lead:	Simulation Technologists, CAMS	**Review Date:**	12/19/2023
Approved By:	School of Health and Life Sciences (SHLS) Operational Leadership Council	**Approval Date:**	12/19/2023
Related Policies and Procedures:	CAMS Equipment and Supplies Separation Policy, CAMS Physical and Psychological Safety Policy		

1.0 POLICY STATEMENT

The equipment and supplies used in CAMS are maintained and stored in ways that maximize and prolong their lifespan.

2.0 SCOPE

This policy will include guidance on the following:

- Routine maintenance tasks and their frequency
- Process to handle defective equipment
- Equipment management
- Disposal of supplies and equipment

3.0 DEFINITIONS

TERM	DEFINITION
Biomedical Technologist	NAIT employees within the School of Health and Life Sciences responsible for preventative maintenance and in-house repairs of medical, lab, and simulation equipment
CAMS Staff	Includes the CAMS Director, CAMS Manager, Simulation Technologists, Administrative Assistant, Audio Visual (AV) Technologists
Facilitator	An individual involved in the delivery of simulation activities under the guidance of the Lead Facilitator
HTMDB	Healthcare Technology Management Database
Lead Facilitator	The facilitator is involved in all steps of a specific simulation activity (including planning, implementation, and delivery). This facilitator coordinates, prepares, and mentors the other facilitators for that activity.
Participant	Includes students and clients
Sharps	Includes needles, scalpels, blades, scissors, knives, and any other items that could potentially pierce human skin

4.0 GUIDING PRINCIPLES

4.1 Equipment is to be stored in ways that reduce risk of damage and prolongs their function.

4.2 The responsibility of the Simulation Technologists, AV Technologist, and Biomedical Technologists includes the duties below at the specified time intervals.

Before and after each use:

- Clean manikins/equipment to remove adhesives, moulage, and markings. Manikins/equipment will only be cleaned with approved disinfectant.
- Assess equipment for signs of damage, leakage, required replacement, and cleanliness.
- Change linens after each use by a standardized patient, patient model, or confederate.
- Inspect and restock CAMS owned equipment and supplies. Order and replace as needed.
- Check if linens used on manikins require changing. Change as needed.
- Schedule corrective maintenance of equipment, as needed.
- Make basic repairs, as needed.
- Replace disposable parts, as needed.
- If not in use or scheduled for use, store it in an appropriate location.

Weekly:

- Visual inspection of equipment and supplies.
- Power on and test all AV equipment.
- Ensure consumable stock levels are adequate for upcoming events. Order as needed.
- Stock cart, rooms and kits as required for upcoming events.

Quarterly:

- Rotation of manikins/equipment to ensure equal usage.
- Ensure manikin, equipment, software, hardware and computer updates are completed.

Yearly:

- Test all equipment and ensure proper functionality; apply/request repairs as needed.
- Vendor/Biomedical Technologist complete preventative maintenance on equipment when required.

4.3 Equipment will be maintained by the Simulation Technologists, AV Technologist, and Biomedical Technologists according to manufacturer's recommendations and industry standards.

4.4 Equipment will receive servicing from vendors according to the manufacturer's recommendations.

4.5 When CAMS equipment is not functioning properly, the following actions will be taken:

STEP	ACTION	RESPONSIBLE
1	Monitoring of equipment before/after use and on a weekly basis, noting any damage or malfunction.	Simulation Technologist, AV Technologist
2a	Troubleshooting to attempt to resolve the problem.	Simulation Technologist, AV Technologist
2b	If the problem is identified as AV and the AV Technologist is onsite and unable to resolve the problem, submit an AV Equipment Repair ticket for resolution.	AV Technologist
2c	If the problem is identified as AV and the AV Technologist is not onsite, submit an AV Equipment Repair ticket for resolution.	Simulation Technologist
2d	If the problem is identified as anything other than AV, proceed to Step 3.	Simulation Technologist
3a	Submit a Corrective Maintenance ticket in the HTMDB.	Simulation Technologist
3b	If the Simulation Technologist fixed the problem, close the ticket and report time spent. Skip the rest of the procedure.	Simulation Technologist
3c	If the Simulation Technologist was unable to fix the problem, notify the Biomedical Technologist using the Comments on the HTMDB ticket.	Simulation Technologist
4a	If the product is covered under a warranty or service contract:	Biomedical Technologist
4b	For any vendor other than CAE, contact the vendor and proceed according to Biomedical Technologist's recommendations.	Biomedical Technologist
4c	If the vendor is CAE, contact must be initiated by submitting a "Customer Service Case" with CAE. Ensure that all information is also documented in the HTMDB ticket.	Simulation Technologist, Biomedical Technologist
5	If the product is not protected by a warranty or service contract, the Biomedical Technologist will then determine the next appropriate course of action.	Biomedical Technologist

4.7 If repairs are not possible, a "Retirement/Transfer of Equipment and Materials" form will be completed by the Simulation Technologist and approved by the Director, CAMS. NAIT Materials Management then picks up and disposes of the equipment appropriately.

4.8 Any CAMS staff will remove equipment/supplies from use that they feel may be unsafe at any point.

4.9 All other equipment will be managed by NAIT Biomedical Technologists. The HTMDB will be utilized as a catalogue of all equipment, ticketing system for necessary maintenance and repairs, storage of records of maintenance and repairs, and signal as to when preventative maintenance is to occur. Preventative maintenance will be done on each piece of equipment every one to two years depending on usage and manufacturer's recommendations. Preventative maintenance will include both maintenance according to the manufacturer's recommendations and industry standards and best practices.

4.10 Certain equipment, and bulk of consumables (including sharps), will be stored in the storage room when not in use.

4.11 Sharps that are used must be disposed of in appropriately labelled sharps containers. Participants and facilitators are informed of this in their orientation. Facilitators and participants are further trained through their own professional and departmental training on how to use equipment specific to their profession. Sharps are prepared for disposal by the Simulation Technologists. The Simulation Technologists will fill out a Hazardous Waste Form through Facilities Management and Development, and follow the instructions provided. All policies and procedures set out by Facilities Management and Development regarding hazardous waste disposal are followed by CAMS staff.

5.0 OTHER RELATED DOCUMENTS

- CAMS Equipment and Supplies Separation Policy
- CAMS Physical and Psychological Safety Policy

6.0 DOCUMENT HISTORY

DATE	ACTION/ CHANGE
June 29, 2017	Initial draft
January 2020	Added Steps 2a & 2b in Guiding Principles 4.5. Adjusted 4.11 to account for new sharps procedures at NAIT.
February 6, 2020	Changes approved by Operational Leadership Council.
November 29, 2023	Reviewed. Updated to reflect current procedures and terminology.