UTMB Clinics: Supplies, Equipment, Repairs, and Maintenance

**Audience**
All personnel in the Pulmonary Laboratories: Pulmonary Function Clinic, Bronchoscopy Service and Center for Pulmonary Rehabilitation.

**Purpose**
To ensure that supplies and equipment are appropriately maintained to support patient care and to provide a method to secure timely repair and maintenance.

**Policy**
The Program Manager is responsible for the following:
- Preparing and updating supply standards including specific descriptions.
- Identifying equipment and supply needs.
- Identifying maintenance and repair needs.

The Practice Manager is responsible for coordinating standards and approving purchase of equipment, maintenance, repairs, and any supplies and for follow-up with appropriate departments when established standards (e.g., linen) are not filled/maintained.

Equipment repairs must be handled expeditiously in order to facilitate patient care. The Practice Manager will notify the Medical Director of delays in patient supplies that will affect patient care.

No new electrical equipment is to be placed into service until it has had the appropriate safety check and approval.

All new equipment is to have the appropriate UTMB identification tags.

**Procedure**
The following procedures should be followed:

**Supplies**
When the lower limit of the supply standard is reached, designated clinical staff will notify the Program Manager.
- If the item is a central supply order, the therapist will ensure that the item has been restocked to the standard level or will obtain the item from central supply for stocking.
- If the item is an outside order, the Practice Manager will submit the order to Nursing Administration office. The order shall include:
  - Description of item
  - Quantity
  - Source, if known
- Sign and date the order.

**Linen**
The establishment of linen standards is the responsibility of the Program Manager.
Linen standards are to be based on the following:
- Frequency of the delivery schedule.
- Anticipated patient loads (and staff usage when appropriate).
- Linen standards are to be reviewed at least semi-annually and are to be adjusted as patient load increases or decreases.

The Practice Manager is responsible for follow-up with the laundry department if the established standard for any clinic (or clinic service) is not met. It is the responsibility of each Practice Manager to establish and communicate the mechanism for this follow-up to occur.

When related services are located in the clinic area, it is appropriate for the Program Manager to include those linen needs in the linen standard for that clinic and to provide follow-up as needed.

**Equipment**

Equipment needs are assessed on an ongoing basis in order to compile an annual hospital equipment list; unexpected equipment needs are to be handled as explained later.

Equipment needs may be requested to the Program Manager or the Medical Director.
- The Program Manager or Medical Director will provide a request with as much information as possible, including the name of the original requestor.
- The Program Manager and Medical Director will evaluate the need for the requested equipment.

If the equipment cost $500 or less, then funds are available to order the equipment from the specific clinic account.

If no funds are available, or if the equipment costs more than $500, then the item, depending on the priority of the need, will be:
- Added to the StrataCap equipment list for the following fiscal year, or
- Specifically requested through the Directors of UTMB.

New electrical equipment is to be inspected by Clinical Equipment Services (x76143) and properly tagged for safety before it is used on patients.
- It is the responsibility of the Practice Manager to request the safety inspection.
- Records of safety inspections must be available to the Practice Manager and the Medical Director.
- Permanent records of safety checks are kept on file in Clinical Equipment Services.
For new equipment, which is not familiar to the staff, the Practice Manager will arrange an in-service.

**Repairs and Maintenance**
All repairs whether routine maintenance needs or emergency repairs are to be reported to the Program Manager who will decide the action to take.

**Inventory**
All new equipment must be added to the appropriate inventory records.

All equipment permanently taken out of service must be removed from the inventory list.

All equipment transferred from clinic to clinic, or relocated in anyway, must be recorded and reported.

The Practice Manager must report all inventory changes to the Accountable Property Officer for the area or clinic.

This form documents the approval and history of the policies and procedures for the Pulmonary Function Laboratory. The Medical Director signs all policies verifying initial approval. Annually thereafter, the Director and/or designee may approve reviews and revisions.

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