

ACCREDITATION

Required Organizational Practice (ROP) of the Month

PREVENTATIVE MAINTENANCE PROGRAM

- The **Preventative Maintenance Program Required Organizational Practice (ROP)** states that a **preventative maintenance program** for medical devices, medical equipment, and medical technology is implemented. This ROP is part of the **Leadership Standards**.
- An effective preventive maintenance program helps ensure that medical devices, equipment, and technology are safe and functional. It also helps identify and address potential problems that may result in injury to patients, clients, residents, or team members.

AT HEALTH PEI:

- **Megamation** is Health PEI's software system to monitor and manage medical equipment including repairs, recalls, scheduled servicing, and warranty tracking.
- There are documented preventative maintenance reports, typically maintained by programs or facility services, at each Health PEI facility.
- If a **medical device or piece of technology** (e.g., IV pumps, defibrillators, vital signs monitors) is found to be defective, in need of repair, or presents a safety risk:
 - Remove the device/item from service immediately.
 - Submit a work order to **Biomedical Engineering via Service Requester**, including details of the issue.
- If a **consumable medical device** (e.g., IV tubing, syringes, catheters or other non-reusable product) is defective, damaged, or poses a safety concern:
 - Place the item in a biohazard bag if it has been used or is contaminated.
 - Complete the Health PEI **Product Equipment Performance Form**.
 - Return the item and the completed form to the **Materials Management Manager** or the **Procurement RN** for follow-up.
- If a medical device/equipment or a consumable medical device reaches a patient and results in no harm or harm, this is a patient safety incident and should be reported in the **Provincial Safety Management (PSMS)** for follow-up and tracking.

Regularly scheduled preventive maintenance helps to ensure medical devices, equipment, and technology are working at optimal performance and safety is maintained.

Questions Surveyors May Ask Staff:

What do you do if you discover equipment that is broken or not functioning properly?

How do you know if a device or piece of equipment is safe for patient use and in good working order?

What is the process used to disclose a patient safety incident?