

SUBJECT: UTILITY SYSTEMS MANAGEMENT PLAN	REFERENCE #4001
DEPARTMENT: ENGINEERING	PAGE: 1 OF: 14
APPROVED BY:	EFFECTIVE:
	REVISED:

SCOPE:

The Utility Systems Management Plan shall monitor and evaluate the utility systems in use at _____ (organization name) according to applicable laws and regulations.

OBJECTIVE:

The objective of the hospital's Utility Systems Management Plan shall be designed to provide a safe, controlled and comfortable patient care and treatment environment by ensuring the operational reliability of utility systems, reducing the potential for organization-acquired illness to be transmitted through the utility systems and assessing the reliability and minimizing the potential risks of utility system failures.

GOALS:

- The goals of the hospital's Utility Systems Management Plan shall include the following:
 - To minimize the occurrence of unplanned utility systems failures or interruptions
 - To provide preventive maintenance of the utility systems ensuring reliability
 - To investigate all utility system problems, failures or user errors
 - To reduce the potential for organization-acquired illness to be transmitted through the utility systems

RESPONSIBILITY:

The Engineering Director shall be responsible for maintaining the Utility Systems Management Program.

SUBJECT: ALTERNATIVE EQUIPMENT MAINTENANCE PROGRAM - UTILITY SYSTEMS	REFERENCE #4042
DEPARTMENT: ENGINEERING	PAGE: 1 OF: 5
APPROVED BY:	EFFECTIVE: REVISED:

NOTES:

- See Utility Systems Management Plan
- Some equipment may not be eligible for the AEM Program:
 - Check state regulations
 - Check Conditions of Participation at 482.41(b) and National Fire Protection Association Life Safety Code Requirements
 - Imaging/Radiologic equipment used for diagnostic or therapeutic purposes (482.26(b)(2))
 - Medical lasers
 - New Equipment that does not have sufficient maintenance history available to support a risk-based determination

POLICY:

- It shall be the responsibility of the Engineering Director to keep the Alternative Equipment Maintenance (AEM) Program for Utility Systems accurate and ongoing, and to ensure that the hospital is in compliance with the most stringent maintenance requirements mandated for utility systems.
- The hospital shall determine if a component of the utility systems can be maintained as part of the AEM Program through the following process:
 - The Engineering Director/Facility Manager shall make the decision to add component of the utility systems in the AEM Program.

SUBJECT: CLINICAL ALARMS - MAINTENANCE AND USE OF	REFERENCE #5036
DEPARTMENT: ORGANIZATIONWIDE	PAGE: 1 OF: 5
APPROVED BY:	EFFECTIVE: REVISED:

POLICY:

- All clinical alarms and medical equipment alarm systems utilized for patient care shall be properly operational and alarms are activated when the appropriate settings are in use.
- The organization shall define the following in written policies and procedures:
 - Clinically appropriate settings for alarm signals
 - When alarms can be disabled
 - When alarm parameters can be changed
 - Who in the organization has the authority to set alarm parameters
 - Who in the organization has the authority to set alarm parameters to "off"

PROCEDURE:

- Patient Care Units/Departments:
 - Patient care staff shall perform routine testing of clinical alarms prior to use of medical equipment/devices on the patient population:
 - Patient care staff shall manually set off alarms during operational assessment of all medical devices/equipment to assure proper functioning of the equipment and associated alarms prior to use on the patient.
 - ◆ An environmental assessment of the alarm shall be performed to assure the alarm can be heard within an appropriate distance and with competing noise in the unit where the medical device/equipment is being used. The environmental assessment shall include assurance that any visual aspects of the alarm system are working properly when activated.
 - Patient care staff shall verify and reset, if necessary, the alarm parameters at the beginning of each shift, when the nurse returns from breaks, when the patient is turned or moved, or after patients are transferred.

POSITION DESCRIPTION / PERFORMANCE EVALUATION

Job Title: Chief Engineer
 Prepared by: _____
 Date: _____

Supervised by: Engineering Director
 Approved by: _____
 Date: _____

Job Summary: Assists in planning, organizing, directing and supervising assigned activities of the Engineering Department functions which are necessary in maintaining the physical structures, HVAC, mechanical, electrical systems, utility systems and grounds of the hospital in an operative and safe working condition. Assists in maintaining performance improvement activities within the Engineering Department and participates in CQI activities.

DUTIES AND RESPONSIBILITIES:

3 = Exceeds Performance 2 = Expected Performance 1 = Needs Improvement

Demonstrates Competency in the Following Areas:

Reports daily to the Engineering Director regarding the physical and structural conditions of hospital facilities and the status of work in progress.	3	2	0
Monitors departmental staff matters and makes recommendations, such as selection, training, promotion, discipline and termination. Supervises scheduling of department staff. Directs the grievances of employees to the Engineering Director for final disposition.	3	2	0
Participates in the development and applications of standards of quality and productivity for the Engineering Department. Supervises and directs Engineering Department staff in the use of policies, procedures and standards of work performance for maintenance and repair of equipment, buildings and building systems.	3	2	0
Assists in administering and supervising the maintenance program to ensure the uninterrupted operation of the entire physical plant. Monitoring its application to assure maximum effectiveness and provides appropriate documentation of same.	3	2	1
Works closely with other departments and administration. Negotiates priorities, plans work schedules, makes job assignments, orders needed materials, supplies and parts. Recommends use of outside specialty contractors as circumstances indicate.	3	2	1
Schedules and supervises maintenance repair work, alterations, remodeling, minor construction and checks out installation and servicing of mechanical and electrical equipment and building systems.	3	2	1
Develops and participates in the orientation of new employees and the continuing education of department employees in the repair and maintenance of all equipment. Instructs staff regarding hazards and safety to ensure safe procedures and safe use of equipment.	3	2	1
Maintains stock levels of materials and parts within budgetary constraints.	3	2	1
Responsible for maintaining repair and replacement records to keep within the projected budget. Provides input to the Engineering Director of projected costs and budget requirements.	3	2	1
Ensures compliance with state and federal requirements in regards to the energy management program.	3	2	1
Responsible for coordination of all fire and safety measures throughout the hospital, including fire and safety inspections and procedures in conjunction with Safety and Security Departments.	3	2	1
Participates in performance improvement and information management activities.	3	2	1