

# **SPD Employee Continuing Education**

## **Training Guides**



### **Equipment Control and Tracking**

**Prepared by the SPD Advisory Group  
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**SUPPLY, PROCESSING, & DISTRIBUTION (SPD)  
CONTINUING EDUCATION**

**EQUIPMENT CONTROL AND TRACKING**

Upon completion of this session, participants will be able to:

- ◆ Identify why equipment management is necessary
- ◆ List 5 benefits of proper tracking of equipment
- ◆ List 5 tracking elements
- ◆ List 3 methods of tracking equipment

1. Introduction

2. Benefits of Equipment Tracking

- a. Maintenance of Aseptic Control
- b. Transportation
- c. Availability
- d. Utilization of Assets
- e. Recalls
- f. Preventive Maintenance Program

1. Tracking Elements

- a. Equipment Category or Type
- b. Tracking Number
- c. Location
- d. Requestor

1. Tracking Methods

- a. Magnetic Board
- b. File Cards
- c. AEMS/MERS

1. Summary

2. Timeframe and Teaching Method: Lecture, demonstration .5 Hr

- a. Introduction
- b. Factors
- c. Implementing Techniques or Lesson
- d. Discussion .25 Hr
- e. Quiz .25 Hr

## **SUPPLY, PROCESSING & DISTRIBUTION (SPD) CONTINUING EDUCATION**

### **EQUIPMENT CONTROL AND TRACKING**

It is important for the SPD unit to control and track patient care equipment for a variety of reasons. This equipment may include, but is not limited to, infusion pumps, feeding pumps, suction devices, and sequential compression devices. The reasons why control and tracking are necessary are discussed below.

- ✓ Maintenance of Aseptic Control - Patient care equipment should be stored in a controlled environment such as SPD where it is kept clean and readily available. A good control and tracking program ensures that equipment is used only on one patient at a time and it is returned for cleaning and disinfection after each patient use, thus reducing the chances of nosocomial infections. Clean equipment should have a cover with the date and who cleaned it. Once cleaned, equipment requiring a battery must be plugged in while awaiting distribution to fully charge the battery.
- ✓ Transportation – Used equipment is not required to be enclosed during transport unless gross soil is present.
- ✓ Availability – If equipment is managed properly, the SPD unit can ensure the availability of needed equipment, thereby enhancing patient care. The level of trust between the clinician and the SPD unit is improved as a result.
- ✓ Best utilization of assets - Proper management of equipment helps the hospital to better utilize its assets. By managing equipment from a central location, fewer devices are needed to have on hand as opposed to storing equipment in each clinical area.
- ✓ Recalls – Should there be a recall of a patient care device, the SPD unit should be able to quickly locate all devices in a timely manner. A good tracking program can help to quickly determine the location of affected devices, which may help to avoid a negative consequence to the patient or user.
- ✓ Enhancement of preventive maintenance program - All equipment used in the delivery of care must be periodically inspected for safety and functionality. A well executed equipment tracking program can aid the SPD technician in locating this equipment when it is due for preventative maintenance (PM).

## Minimum Tracking Requirements

In order to track patient care equipment, the following elements should be recorded:

- ✓ Category type – this information should include the common name of the equipment such as PCA pump.
- ✓ Tracking number – this number is usually contained within a barcode affixed to the device.
- ✓ Location – the delivery location must be recorded in order to determine its exact location in the event of a recall. An example is 5C North instead of the 5<sup>th</sup> floor.
- ✓ Requestor – to ensure equipment is accurately delivered to the correct person and location.

## Methods of Tracking

- ✓ Magnetic board – many SPD units use a magnetic board, which gives the equipment type, location, and patient name.
- ✓ File Cards – the relevant information can be recorded on cards, which are kept on file within the SPD unit.
- ✓ AEMS/MERS – Non-expendable equipment program available in the AEMS/MERS package.

## Summary

It is important for the SPD unit to properly manage their equipment for a variety of reasons as discussed above. Whichever method you choose, it must be properly used by all staff involved in order for it to be successful.

## QUIZ

Multiple Choice (Circle all which apply)

1. Equipment tracking is necessary to
  - a. Maintain aseptic technique
  - b. Let the patients family know what type of care is being given
  - c. Enhance preventative maintenance program
  - d. Better utilize assets
  
1. Methods of tracking include
  - a. Clip board
  - b. Magnetic board
  - c. File cards
  - d. PR Card
  
1. Elements needed for effective tracking include
  - a. Tracking number
  - b. Equipment color
  - c. Location
  - d. Category or type
  
1. Equipment control and tracking enhances
  - a. Patient safety
  - b. Better P.M. adherence
  - c. Improved utilization of equipment
  - d. The spread of disease

True or False (Circle one)

1. T F Equipment must be disinfected and cleaned between each use.
  
2. T F Recalls and hazard alerts can be addressed quickly if a good tracking program is in place.
  
3. T F It is not necessary to disinfect equipment if the patient does not have a nosocomial infection.
  
4. T F Equipment tracking is required by OSHA.
  
5. T F Equipment control and tracking allows for better rotation of equipment.

6. T F Used equipment does not need to be covered when being transported in any instance.

### **POST-TEST ANSWER SHEET**

1. a, c, d
2. b, c
3. a, c, d
4. a, b, c
5. T
6. T
7. F
8. F
9. T
10. F