

Department of Family and Community Medicine



Internal Guidelines: Medical Equipment Security

Effective date: 09/16

POLICY STATEMENT

Medical equipment includes high-value medical devices (greater than \$1,000 purchase price) owned by FCM, such as an ultrasound machine, probe, etc. All users of medical equipment are required to follow the procedure detailed herein. The, maintenance, protection, and use of Department-owned medical equipment follows the UNM Policies and Procedures of Property Management and Control. (See UBP 7710).

APPLICABILITY

This procedure applies to all Department of Family and Community Medicine (DFCM) employees (faculty, staff, and students; full-time and part-time).

GUIDELINE AUTHORITY

This process is approved by the Department Administrator and/or the Chair of DFCM

_____ (signature) _____ (date)
12/6/16

INTERNAL CONTROL

When in use:

- 1) Medical equipment should be transported in its case, if applicable, for security and safety purposes, and should only be used by those who have signed the Medical Equipment User Responsibility Form.

Procedure for checking out medical equipment:

- 1) When not in use, medical equipment should be maintained in a secured/locked area with access available only to those authorized to use the equipment.
- 2) Any individuals using medical equipment must be trained on the proper use and deployment of the equipment.
 - a. Care and maintenance of medical equipment is the responsibility of the user while in their custody, and it is expected that the equipment will be returned in the

condition that it was in when it was checked out. All users must sign the “Medical Equipment User Responsibility Form”.

- b. Medical equipment should not be left unattended
- 3) Per Inventory Control procedures, the person assuming responsibility for the use and maintenance of the equipment will sign an Employee Equipment Checkout Form on an annual basis.