



**HEALTH CARE SERVICES  
DIRECTIVE-ADULT  
Manual of Policies and Procedures**

Title

**HEALTHCARE EQUIPMENT MAINTENANCE**

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8-2-5	01-02-101	Nation Correctional Healthcare Standards

I. PURPOSE:

The purpose of this Health Care Services Directive (HCSD) is to require each facility to implement a preventive maintenance program to support all equipment used in the diagnosis and treatment of patients.

II. PROCEDURE:

- A. Each facility shall maintain an equipment inventory log listing all equipment assigned to its Health Services program and a copy given to the Facility's Asset Coordinator. A copy of this log shall be maintained in the facility's Health Services program. This list shall be supplemented with a schedule for preventive maintenance for each piece of equipment requiring periodic inspections. Each item requiring a preventive maintenance check shall be recorded as set forth in this HCSD and in accordance with Policy and Administrative Procedure 04-01-101, "Asset and Inventory Management."

The preventive maintenance inspection interval selected for each piece of equipment shall be consistent with the manufacturer's specifications, when such exist, health care industry standards, where such exist, and, finally, government agencies and/or Department guidelines, if applicable. When there are preventive maintenance standards issued by more than one reputable source, the standard with the most frequent inspections (the most stringent standard) shall be followed.

- B. The development of a preventive maintenance program shall be completed in cooperation with the facility's Physical Plant Director, or other designated staff, and in accordance with Policy and Administrative Procedure 04-02-101, "The Establishment of Standards for the Maintenance of Correctional Facilities."

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Indiana Department of Correction			
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Title <b>PREVENTIVE MAINTENANCE PROGRAM</b>			

Each facility/program is to have a written facility directive which shall include the following for each piece of health equipment or non-clinical equipment located in the Health Services area or building:

1. Any special precautions to be implemented when the care of a patient requires the use of any type of electrical or mechanical device used for direct patient care which is directly involved in monitoring, measuring, or some other manner in the diagnosis or treatment of a patient.
2. Methods and frequency of testing and verification of performance and use specifications based upon established safety requirements, performance criteria and manufacturer's claims.
3. Requirements for written records of all inspections performed on electrical and electronic systems and equipment including any action(s) taken and/or recommendations for subsequent action.
4. A testing interval for each device consistent with the manufacturer's recommendations and/or standards promulgated by recognized technical organizations (see above).

### III. SITE SPECIFIC NEEDS:

Each facility shall develop a facility directive to accomplish the requirements of this HCSD, including maintenance of the preventive maintenance plan itself.

### IV. APPLICABILITY:

This HCSD is applicable to all facilities providing Health Services to incarcerated adults.

signature on file

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Kristen Dauss, MD  
Chief Medical Officer

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Date