


<p>Name of Policy: <u>Calibration, Quality control and Maintenance Record Keeping</u></p> <p>Policy Number: 3364-136-PF-04</p> <p>Department: Respiratory Care</p> <p>Approving Officer: Associate VP Patient Care Services / Chief Nursing Officer</p> <p>Responsible Agent: Director, Respiratory Care</p> <p>Scope: The University of Toledo Medical Center Respiratory Care Department</p>	 <p>Effective Date: June 1, 2020 Initial Effective Date: July 1, 1979</p>
<p> <input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy </p>	

(A) Policy Statement

The approved procedure for record keeping of equipment calibrations, quality control, and maintenance shall be followed by all Pulmonary Function technicians and therapists.

(B) Purpose of Policy

To assure clinically useful results and a well functioning, efficient Pulmonary Function Testing Laboratory. To maintain a documented resource that compares a measure of lab equipment performance to a reference standard, for the purpose of adjusting instrumentation so that the performance characteristics equal the standard. To provide a basis for establishing practical limits of acceptable instrument variability. To reduce the incidents and help in the correction of observed equipment failure.

(C) Procedure

Equipment:

- Medical Graphics Pulmonary Test System Platinum Elite Series Plethysmography
- MedGraphics Ultima Series
- MedGraphics CPXD Spirometer

- A. Calibrations ~ Hard copy reports to be maintained in Daily Calibration Log for one (1) year.
- Routine
 - Equipment change
 - Resolutions to equipment problems

~ Reports older than three years will be kept in Laboratory Files under Technical Information under MGC Calibration.

- B. Quality Control ~ Hard copy report to be placed in Daily Calibration Log.
- Routine
 - Whenever questions arise regarding accuracy of test results

Reference subject test will be kept in Laboratory File Cabinet marked Technical Information under Physiological Calibrations

- Initial Test
- Older than 1 year

Maintenance ~ Reports will be placed in Daily Calibration Log.

- Biomedical Engineering Scheduled Inspection
- Biomedical Work Orders
- Routine Maintenance

Evaluations and solutions to problem areas. ~ Reports older than 3 years shall be kept in Lab file Cabinet under MGC Calibrations.

References:

1. ATS/ERS Task Force: "Standardization of Lung Function Testing" Euro Resp J 2005; 26: 153 – 161 www.thoracic.org ATS documents: Statements, Guidelines & Reports.
2. Miller ME, "Laboratory Evaluation of Pulmonary Function", p 14-15, Lippincott, 1987. Clausen JL, "Pulmonary Function Testing Guidelines and Controversies", Academic Press, 1982
3. Medgraphics Elite/Ultima Systems, Software Help menu, Index Calibration

Approved by:	Review/Revision Date:
<u>/s/</u> Michael Taylor Director, Respiratory Care	6/15/2020 Date
<u>/s/</u> Monecca Smith Associate VP Patient Care Services / Chief Nursing Officer	6/19/2020 Date
<i>Review/Revision Completed By:</i> <i>Director, Respiratory Care</i>	01/05/1981 08/06/2005 06/26/1984 08/08/2008 10/01/1987 06/30/2011 06/10/1990 02/27/2014 03/13/1993 05/01/2017 09/04/1996 06/01/2020 12/04/1997 12/04/1999 05/30/2001
	Next Review Date: June 2023
Policies Superseded by This Policy:	