

Purpose	That the Practice has the essential medical equipment and resources for supporting comprehensive primary care, safe resuscitation and the safe performance of any additional procedures offered.
Scope	All clinical staff.
Policy	<p>All essential medical equipment and resources are available and maintained to meet patient needs as required. The Practices holds a signed list that confirms the minimum requirements are met. If the practice has identified exceptions these should be documented.</p> <p>All clinical members of the practice team know how to use the equipment correctly and safely.</p> <p>The Practice Manager will ensure that there is annual inspection, testing and servicing of all medical equipment to comply with the AS/NZS3200 series and be maintained in accordance with the recommendations of AS/NZS 3551 maintenance and operating instructions.</p> <p>The practice retains all annual servicing, calibration and validation records.</p> <p>The Practice Manager will ensure that there is a documented audit trail that monitors the calibration and expiry dates for servicing.</p> <p>Vaccine refrigerators should have an independent power point and surge protector. Surge protector can be provided on the power board or a power point surge protector.</p> <p>The Practice will ensure that all mains powered medical equipment meets the legislation requirements to protect patients and members of the practice team from electrical shock.</p> <p>Residual Current devices (RCDs) are used by the practices to offer this protection and in accordance with the Electrical Safety Requirements 2010.AS/ANS 3003. There is documented record of servicing and testing of all RCDs.</p> <p>Any areas that has been identified as a Body Protected Area it needs to be certified and maintained in accordance with AS/NZS 3003. There will be documentation to verify this and a sign on the wall with the current stickers.</p> <p>The practice will have all the emergency and resuscitation equipment in an easily accessible and single location for timely resuscitation in the event of an emergency.</p> <p>The practice can demonstrate that they conduct annual emergency drills to improve their response to medical emergencies.</p> <p>The Practice has all the essential basic and emergency medical equipment and medicines available as determined by the practice location and circumstances. The practice has a documented process to check and maintain all essential basic and emergency medicines to ensure that patients care is not compromised by expired medicines.</p> <p>The Practice has a documented process to check and maintain the contents of all clinical bags/portable emergency kits and emergency equipment to ensure that their patients care is not compromised by missing or faulty equipment and expired</p>

medicines.

The medicines and emergency equipment are stored so that they are not accessible to unauthorised people. The practice will ensure that all patients and in particular children are protected by the secure storage of any dangerous products or equipment.

Resources

- RNZCGP Assessment visit module: Contents Doctor's bag 2000
- Standards New Zealand.AS/NZS 3551 Technical management programmes for medical devices 1.2005
- Standards New Zealand AS/NZS 2500:2004 Guide to safe use electricity in patient care

Title: Medical Equipment	Section 2 Indicator 18
	Date: 17 th November 2016
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Review Date:	Signature
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