

Specialist Equipment Policy

Kirkvoe Medical

Date Effective:	1/3/24
Review Date:	1/3/27
Version No:	1
Policy Owner / Author:	Dr Zoe Shepherd

1. Reason for Policy / Purpose of Policy

Kirkvoe medical do not use many complex machines requiring calibration. The three that do are the sphygmomanometer (blood pressure machine), electrocardiograph (heart tracing machine) and audiometer (hearing test machine)

2. Policy Statement and Aims

This policy will outline the requirements for use and maintenance of the equipment noted above.

3. Scope

State who is affected by the policy, e.g. staff, clients, contractors.

4. Procedure

The audiometer is the machine in use that is the most demanding in terms of calibration and maintenance. It requires annual calibration to be performed to meet the requirements of various regulatory bodies (such as offshore energy UK). This service is offered by many private companies who can receive the machine in the post, service and calibrate it and then return it. This will be carried out on an annual basis and the certificate of calibration will be stored with the machine.

The electronic sphygmomanometer is self calibrating. It is a relatively cheap item and as a result will be replaced every 5 years or before then if any concerns are noted regarding its functioning.

The ECG machine calibration will be performed according to the manufacturers instructions, this is likely to be annually and performed by a similar private provider who receives the machine in the post and then returns it.

All machines will be cleaned after use in accordance with the manufacturers guidelines.

5. Responsibilities

Dr Zoe Shepherd is responsible for this policy

6. Related information

List any related policies, website, forms.