



EXE EAR CARE

07533 126317
info@exearcare.com
exearcare.com

POLICY TITLE – Equipment care policy

POLICY NUMBER – 007

Date authored – 24/07/2024

Next review - 23/07/2025

REFERENCE

- A.
- B.
- C.

DEFINITIONS

1. To provide healthcare to service users', Exe Ear Care employees will use certain equipment. It is important that any equipment that is to be used with clients is;
 - a. Serviceable.
 - b. Free from infection.
 - c. Safe to use.
2. *Serviceable* means operational, capable of conducting the function that it was designed for in the manor it was designed to do it.
3. *Free from infection* reflects that the equipment may be used on multiple different service users and as such will require cleaning and disinfecting in line with the manufacturer's directions.

4. *Safe to use* means ensuring that no harm will come to the operator or the service user from normal use, especially where the equipment is electric powered.
5. All equipment is to be serialised so specific equipment care logs can be kept on 3CDE for each piece of equipment. The current equipment list is;
 - a. EEC001 – [Projet 101 Ear Irrigator](#).
 - b. EEC002 – Otoscope *.
 - c. EEC003 – Digital otoscopic camera *.
 - d. EEC004 – Microsuction unit *.
 - e. EEC005 - Loupes *.

* Equipment not yet owned

METHOD

6. *Annual*. All electrical medical equipment is to have a PAT test by a suitably trained operator. The date recorded on the equipment. This task will be outsourced.
7. *Daily*. All equipment is to be inspected for damage, tested for serviceability and cleaned / disinfected in line with manufacturer's instructions prior to use that day
8. All equipment care checks / actions are to be recorded on 3CDE.
9. Where a fault is discovered, that piece of equipment is to be quarantined in the quarantine bay and not used with patients until repaired by manufacturer, or trusted engineer.
10. Where a fault is beyond economical repair, it must be disposed of safely and replaced with a new unit.
11. The clinician is responsible for the equipment they use with a service user. Therefore, they are solely responsible for harm that arises from neglecting to perform these checks.

REVIEW

12. This policy is to be reviewed annually as per the date in the header. It may be appropriate to review sooner if there is significant change in regulation or equipment.

AUTHORITY

13. This policy was written today the *24th July 2024* and is enacted with immediate effect. All directors and employees of Exe Ear Care are to follow the guidance and direction within.

A handwritten signature in black ink, appearing to read 'R. J. Toon', with a long diagonal stroke extending from the bottom right.

R. J. Toon
CEO.