

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Health Services - Radiology

Policy Number: HHS-HS-RAD 1428

Policy Title: Equipment Maintenance

Attachments:

Revision History: New Policy

Revised by/Date: Lance Roeschlein/Dr. Mark Bostrom 1/2022

Approved by:

Jenna Kuduk, Health Services Director



Date:

01/31/22

Approved by:

Nicole Anderson, Commissioner of HHS



Date:

2-4-22

POLICY STATEMENT: It is the policy of Mille Lacs Band Health Services Radiology department to standardize documentation of all radiographic equipment service/repair system wide.

PURPOSE: Develop consistency in equipment maintenance to assure operational reliability and functionality.

PROCEDURE:

I. Scheduled/Planned Maintenance

- a. Preventative Maintenance - Scheduled performance checks and maintenance performed or coordinated by Radiographic Technologies Inc.
 - i. Work orders indicating the devices due for preventative maintenance are generated monthly by Radiographic Technologies Inc.
 - ii. Radiographic Technologies Inc. documents preventative maintenance and will send out the report to the Radiology manager
- b. Physicist Survey – Biennial (once every 2 years) survey is performed by Radiation Physics Consultants, Inc. to evaluate diagnostic equipment performance and safety. The Radiology manager will:
 - i. Review physicist summary and document follow-up actions taken. Responsible for posting physicist radiation exposure tables in appropriate areas.
 - ii. In the event of an equipment failure during a physics inspection, the Radiology manager will follow through on the recommendations given by the physicists/RSO for corrective action (i.e. immediate shut down of equipment, repaired within 14 days, etc.).

II. Unplanned Maintenance

- a. Technologist makes initial call to the RTI support line or website to request repair/service. (Support Line: 1-800-736-9729 or Website: <https://www.rtiimaging.com>)
- b. RTI staff initiates service repair or service event in consultation with site leader/team leader.
- c. RTI will arrange for external service vendor if necessary.
- d. RTI assigns a PO number for all external service at the time of the call or email to the vendor.
- e. RTI or the Vendor will schedule appropriate repair/service with site leader/team leader.

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- f. Service report e-mailed to RTI for documentation on the work order. (e-mail: "Service@rtiimaging.com")

Internal and/or External References	
Compliance - Posting Date	2/4/2022 <i>ll</i>
Replaces – Policy Number	
Next Review - Due Date	01/2023