



HEALTH HOLDING

HAFER ALBATIN HEALTH  
CLUSTER  
MATERNITY AND  
CHILDREN HOSPITAL

<b>Department:</b>	Biomedical Department		
<b>Document:</b>	Departmental Policy and Procedure		
<b>Title:</b>	Medical Equipment Removal		
<b>Applies To:</b>	All Biomedical Staff		
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## 1. PURPOSE:

- 1.1 To establish a policy and applicable procedures relating to disposal system monitoring and control at Maternity and Children Hospital, Hafer Al Batin.
- 1.2 To provide guidelines for handling or disposal of medical equipment which are, out of use, non – repairable and non – functional properties of hospital.
- 1.3 To facilitate the physical removal of medical equipment.

## 2. DEFINITIONS:

- 2.1 **Medical Equipment Removal** - removal of medical devices from their originally intended uses in a health care facility to an alternative use or disposal.

## 3. POLICY:

- 3.1 This policy is for removal of any medical equipment is due to the following reasons:
  - 3.1.1 Repair cost Beyond economical.
  - 3.1.2 Obsolete model.
  - 3.1.3 Absence of agent and difficult to procure the required spare parts.
  - 3.1.4 Doesn't satisfy the needed applications.
  - 3.1.5 Unsafe equipment (electrically or Mechanically), Repeatedly out of order in short period.
  - 3.1.6 Excess equipment.
    - 3.1.6.1 **Note:** Equipment can be recommended to condemn and remove from service in above mentioned clauses (3.1 to 3.5) and in case of excess there should separate letter generated from the department who is holding this property and presented to medical director so that to write for the department of hospital administration in directorate they may look for the suitable place to transfer it.
  - 3.1.7 Keeping the separate records for all Disposal Medical Devices for at least 2 years.

## 4. PROCEDURE:

- 4.1 **Repair Cost beyond Economical**
  - 4.1.1 Biomedical site is responsible to study and prepare report to prove that the cost of repair is high and beyond economical repair (Excludes PM kits and other Main consumables like cables, sensors etc.) and attach quotation received from the local agent exceeds 50% From the original price of the defective equipment.
- 4.2 **Obsolete Model**
  - 4.2.1 As soon as we receive a letter from the local agent in the kingdom stating That the spare parts needed are no longer available.
  - 4.2.2 We asked the local agent to supply us with a letter from the manufacturer That the line of the spare parts was discontinued and the model of the concerned equipment is obsolete.

- 4.3 **Absence of agent and difficult to procure the required spare part.**
  - 4.3.1 In case of absence of agent and difficult to procure the required parts, contact the manufacturer through mail (electronic /post) to enquire about their agent or representative in Kingdom of Saudi Arabia or take help of chamber of commerce of Saudi Arabia. If no response from them then it is to be condemn as no hope case and report to purchasing department so that not to purchase any item of this particular manufacture.
- 4.4 **Equipment Doesn't satisfy the needed applications:**
  - 4.4.1 Head of Department should prepare a report and should state that the particular equipment or device is not satisfying the application and the biomedical department will review the matter and can be recommended to condemn or to write to the hospital administration in directorate they may look for the suitable place to transfer it.
- 4.5 **UNSAE**
  - 4.5.1 Biomedical Site manager is responsible to study and prepare a detail report that shows that the equipment is unsafe to use and also responsible to get approval to condemn.
- 4.6 **Excess Equipment**
  - 4.6.1 Also this state is requested by the concerned department head

**5. MATERIALS AND EQUIPMENT:**

N/A

**6. RESPONSIBILITIES:**

- 6.1 All Biomedical Staff

**7. APPENDICES:**

N/A

**8. REFERENCES**

- 8.1 Kingdom of Saudi Arabia, Ministry of Health, Baish General Hospital.
- 8.2 Tameside Hospital NHS Foundation Trust (Medical Equipment Disposal Policy Version 1).
- 8.3 FMS Medical Equipment Plan 1432.
- 8.4 Harborview Medical Center (Medical Equipment Management Plan).

9. APPROVALS:

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