



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Biomedical Department		
Document:	Departmental Policy and Procedure		
Title:	Medical Equipment Staff Safety Training		
Applies To:	All Biomedical Staff		
Preparation Date:	January 05, 2025	Index No:	BIO-DPP-004
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1. PURPOSE:

- 1.1 To define the processes which Maternity and Children Hospital, Hafer Al Batin provides for the safe and proper use of medical equipment used in the patient care setting.
- 1.2 To control and avoid physical and clinical risks of all equipment used in the diagnosis, treatment, monitoring and care of our patients.
- 1.3 To provide education to personnel on the capabilities, limitations and special applications of equipment; operating, safety and emergency procedures of equipment; the procedures to follow when reporting equipment management problems, failures and user errors; and the skills and/or information to perform maintenance activities.

2. DEFINITIONS:

- 2.1 **Medical Equipment Staff Safety Training** – preparation taken to protect users, patients and the environment from the harmful effects of electrical malfunction.

3. POLICY:

- 3.1 The Chief of Biomedical Engineering is responsible for maintaining the Medical Equipment Staff training Program. He is also responsible for arranging training for
 - 3.1.1 Medical Staff, Physician and Nurses (and Users).
 - 3.1.2 New Staff Hires.
 - 3.1.3 Staff transferred from department to the other.
 - 3.1.4 To the medical staff for correcting the misuse of the medical equipment.

4. PROCEDURE:

- 4.1 Training conducted to the medical staff (physician and nurses) for the new equipment is performed by the supplier or the sole agent engineer, to educate them how to use the machine and how to use different applications of it for the optimum benefit.
- 4.2 All the staff attended the training should sign in a special attendant sheet.
- 4.3 Training conducted to the biomedical staff is performed by the supplier or the sole agent engineer about how to troubleshoot some technical problems.
- 4.4 A special orientation is made to the new staff or the staff transferred from another department (physician and nurses) performed in the concerned Department about how to use the existing equipment.
- 4.5 In case they need any support, the biomedical department will arrange.
- 4.6 The needed training either by the biomedical staff or by the sole agent.

5. MATERIALS AND EQUIPMENT:

N/A

6. RESPONSIBILITIES:

6.1 All Biomedical Staff

7. APPENDICES:


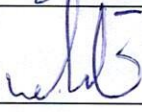




N/A

8. REFERENCES

8.1 Total Safety Quality Center for Training and Consultancy (TSQCTC)

8.2 Kingdom of Saudi Arabia, Ministry of Health, Bisha General Hospital

9. APPROVALS:

	Name	Title	Signature	Date
Prepared by:	Engr. Wafi Abdo Elgaleel	Head of Biomedical Department		January 05, 2025
Reviewed by:	Mr. Waleef Hajjaj Alshammary	Biomedical Department Director		January 07, 2025
Reviewed by:	Mr. Mishari Fahad Al Mutairi	Facility Management and Safety Director		January 08, 2025
Reviewed by:	Mr. Abdulelah Ayed Almutairi	QM&PS Director		January 08, 2025
Reviewed by:	Mr. Thamer Nasser Alanizi	Assistant for Administrative and Operating Services		January 12, 2025
Approved by:	Mr. Fahad Hazam Al - Shammari	Hospital Director		January 19, 2025