

Accreditation Step #1

Physical Inventory of Equipment

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BIOMED EQUIPMENT PHYSICAL INVENTORIES

WHY
WHAT
WHERE
WHEN
WHO
HOW

Learning Objectives

- State reasons why an HTM Department should perform an equipment inventory.
- Identify what pieces of equipment should be included in the inventory.
- State where an inventory should occur.
- State when an inventory should occur (frequency of performing the inventory and period of time to complete).



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Learning Objectives

- Identify entities that need inventories.
- Identify the best resource for performing the physical inventory.
- State Best Practices for performing an inventory.

TYPICAL DRIVERS FOR A BIOMED PI

- **Implementation of new CMMS or EAM Application.**
- **Outsourcing of Clinical Engineering Management.**
- **Discrepancy between asset list and equipment on-hand.**

CMMS APPLICATION IMPLEMENTATION

Any new CMMS or EAM application is only as good as the data that it is populated with.

OUTSOURCING OF CE MANAGEMENT

If a facility is planning on outsourcing its CE management, the Clinical Engineering firm will need an accurate inventory of all equipment in order to understand the level of effort involved and the resources and skill sets necessary to man the facility.

DISCREPANCY IN ASSET LISTING

Over time, an organization may lose track of their assets and a physical inventory audit may be necessary to identify missing, lost, and added assets.

JOINT COMMISSION RECOMMENDS IT

During the 2017 AAMI Conference, George Mills indicated that the first step in meeting TJC Maintenance Requirements was to “get an accurate inventory completed”.

In a recent TechNation article “BIOMED 101: HTM Analytics and Performance Measurements for Hospitals in 2018, by Doug Brown, it states:

“Inaccurate databases, caused by uncontrolled input and poor data management, have left hospitals with a reduced ability to effectively measure their performance.”

We have all heard the expression GIGO Garbage-in-Garbage-out, and never has it been more accurate than a typical HTM Department. In fact over 78% of hospitals recently surveyed said they would not use their data to make sound decisions.

The first step to accurate performance measurement is ensuring that the data is correct. If you can't correct the decades of inaccurate data input, you will get out exactly what you put into it.

This includes improper inventory data pertaining to your equipment.

WHAT



IS TYPICALLY INVENTORIED?

ASSET CLASSES

- **Biomed Testing Equipment**
- **Carts and Cabinets**
- **Exam & Procedure Tables, Beds, Chairs**
- **Health & Fitness Equipment**
- **Imaging & Radiology Equipment**
- **Lab Equipment**
- **Lasers**
- **Medical Treatment & Diagnostic Equipment**
- **Monitors – Healthcare**
- **Optical Equipment**
- **Sterilization & Washing Equipment**
- **Ventilators**

WHERE

Should an Inventory be Performed?

- Behind every door
- In every room
- Hallways
- Every Department
- Clinics
- Medical Office Buildings
- And of course, Nurses' favorite hiding places.

WHEN

**There are actually two
“When’s”**

WHEN #1

**How often should an inventory
be completed?**

WHEN #2

**What time of day should
the inventory be performed?**

WHO

Needs an Inventory?

WHO

Should perform the Inventory?

How

Best Practices for insuring an accurate inventory

- **Prior Planning is very important and will save you a lot of headaches.**
- **Decide what to inventory (included equipment classes)**
- **Excluded Assets (stay consistent throughout the organization)**
- **Data to collect**
- **Inventory Process**
- **Communication and accessing rooms**
- **Data Reconciliation**
- **Timeframe (keep it in a constrained timeframe due to items moving)**
- **Personnel (who is performing the inventory?)**

Lessons Learned

- **Pre-planning is critical**
- **Communications is extremely important**
- **Scheduling time-critical areas for after-hours works best**
- **Utilize floor plans to chart completed areas and areas that need to be returned to (access issues or quarantine)**
- **A good bedside manner is extremely important**
- **Nurses are the world's best hoarders**

QUESTIONS?

For any questions, please contact me.

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