

Beaumont

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Document Contact Jessica Czinder:
Mgr, Division
Laboratory
Area Laboratory-Point
of Care
Applicability All Beaumont
Hospitals

Point of Care Loaners and Devices Out for Service in QML

Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

This document defines the process on how to identify instruments that are out-for-service and/or placed into use as a long-term loaner in the QML database for Point of Care (POC) staff.

II. PROCEDURE:

A. Device Sent to Biomed or Vendor for Service

1. Log in to QML.
2. Navigate to "Devices".
3. Press the "Devices" button.
4. Find the out-for-service instrument by its "Code" (device-specific name), "Name" (device-specific identifier), or its serial number.
5. Double click on the device.
6. Change the "Facility/Location" to an out-for-service location (e.g. "Royal Oak/RO OutfrSr").
7. Elaborate on the nature of the problem by clicking on the "Add Note" icon. Free text the issue and the date the device was taken out of service.
 - a. Make a notation in the instrument equipment log binder, for sites that utilize paper logs.
8. Press the "Save" button.
9. When the device has returned from service, follow the steps above. Click on the

"Notes" tab to view the instrument's original location before reassigning the "Facility/Location".

- a. Make a notation in the QML notes and/or instrument equipment log binder of the service that was performed, any testing performed to re-validate the instrument's functionality, and the date it was placed back in service.
 - i. Note: Note any post-service quality checks (quality control, linearity study, carry-over, instrument comparisons, etc.) that were performed and save the documentation in the designated location at POC testing site.
10. If the device cannot be repaired and will permanently be removed from use, change the "Status" to "Inactive" and change the "Processing Rule" to "Disabled". Press the "Save" button.
11. Contact Biomed and Property Accounting to remove the device from the hospital's asset databases.
12. Decontaminate the device and follow the site-specific disposal protocols. Remove any batteries. Remove patient data from the device prior to final disposal.
 - a. Note: Devices and batteries should not be disposed of in general waste. See the [Hazardous Chemical and Waste Management](#) policy for more information on battery and instrument disposal.

B. Device Loaned as Long-Term Replacement

1. Log in to QML.
2. Navigate to "Devices".
3. Press the "Device" button.
4. Find the out-for-service instrument by its "Code" (device-specific name), "Name" (device-specific identifier), or its serial number.
5. Double click on the device.
6. Edit the device's "Code" (device-specific name) to indicate the temporary location.
 - a. For example, Hemochron code "AT Trg HM 5" can be edited to "AT HM 5 to OR3" (a maximum of 14 characters is allowed in QML, so there may be a need to abbreviate or eliminate spaces). This will help staff verify that all devices in use for patient testing are being downloaded without missing any loaner devices assigned to testing areas.
7. Press the "Save" icon.
8. Download the device to QML. If applicable, download the Hemochron or HemoCue DM configuration.
9. When the device is no longer needed as a replacement/loaner, follow the steps above. Click on the "Notes" tab to view the instrument's "Code" to rename it properly.
10. After changing the instrument's name to the original "Code", download the device to QML. If applicable, upload the Hemochron or HemoCue DM configuration.

Approval Signatures

Step Description	Approver	Date
CLIA Medical Directors	Vaishali Pansare: Chief, Pathology	10/19/2023
CLIA Medical Directors	Muhammad Arshad: Chief, Pathology	10/17/2023
CLIA Medical Directors	Jeremy Powers: Chief, Pathology	10/11/2023
CLIA Medical Directors	Ryan Johnson: OUWB Clinical Faculty	10/2/2023
CLIA Medical Directors	John Pui: Chief, Pathology	10/2/2023
Policy and Forms Steering Committee Approval (if needed)	Jessica Czinder: Mgr, Division Laboratory	10/2/2023
CP System Medical Director	Ann Marie Blenc: System Med Dir, Hematopath	10/1/2023
	Caitlin Schein: Staff Physician	9/27/2023
Technical Director	Nga Yeung Tang: Tech Dir, Clin Chemistry, Path	8/30/2023
POC Best Practices	Jessica Czinder: Mgr, Division Laboratory	8/28/2023
	Jessica Czinder: Mgr, Division Laboratory	8/28/2023

Applicability

Dearborn, Farmington Hills, Grosse Pointe, Royal Oak, Taylor, Trenton, Troy, Wayne