



POLICY AND PROCEDURE MANUAL
DUKE UNIVERSITY HOSPITAL
Clinical Engineering Policy CE-031
Hazard Recalls and Alerts



POLICY:

The Clinical Engineering Department shall follow the prescribed course of action (if any) for recalls, take such action, and document actions taken.

PURPOSE:

To ensure that clinical equipment in the environment of care is safe and poses no threat to the patients or staff, and to ensure that necessary actions are taken to correct any equipment hazard or recall event.

PROCEDURE:

- A. Procurement Services receives all hazard recall and alerts. When notice of an equipment hazard or recall is received by Clinical Engineering, the Technical Support Manager will ensure that the equipment inventory database is reviewed to determine if any Hospital equipment is affected.
- B. If there is equipment in the inventory which has been identified in the alert or recall, the Technical Support Manager will:
 - Notify the Department Manager of the alert or recall.
 - Locate the equipment.
 - Take the recommended steps described in the alert.
 - Make an appropriate entry in the alerts database
 - Document the actions in the work order system, or log the report in a database named Hazard Alerts/Recalls for those items which do not have a CE Number.
 - Notify the department manager of the action taken.

Reviewed: November 2001, January 2004, January 2007

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