

# POLICY MANUAL

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**Subject:** Backup Plan for Medical  
Equipment (Outpatient)

**Effective Date:** 05/25/06

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**Initiated By:** Jill Howard  
Director of Nursing

**Approved By:** Robert E. Murray  
Medical Director

**Review Dates:** 12/06 JH, 07/08 DT, 01/10 NC  
02/11 NC; 04/12 NC TS; 3/13 TS, 2/14 CH NC

**Revision Dates:**

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## POLICY:

The Medical Director and the Director of Nursing have determined that the following backup plans for medical equipment are to be implemented should the primary equipment fail.

## PROCEDURE:

1. Alco-sensor—An Alco-sensor is kept at each outpatient site. It is used in conjunction with the staff's assessment of the patient's clinical condition. Should the unit fail, staff would rely on the assessment of the patient's clinical condition. ***The patient's clinical condition is the primary data used for decision making in any case, with the alco-sensor used as supporting data only.*** Upon failure of the device, staff is to notify the Outpatient Coordinator, who would order repair or replacement from the manufacturer.
2. The Outpatient Manager or designee is responsible for the following:
  - a) Maintaining a list of manufacturers' names, telephone numbers, and addresses for the purposes of repair and/or replacement of equipment;
  - b) Initiating and managing the process of repair and/or replacement of equipment as needed;
  - c) Maintaining records regarding repair and/or replacement on each unit in use.