Introduction

BCUHB Medical Device Training Policy (MP03) outlines the strategy for ensuring all relevant staff are suitably trained in the safe use of medical devices.

Medical Devices encompass equipment used for diagnosis, treatment, prevention and monitoring in healthcare.

The departmental Audiology Standard Operating Procedure (SOP) was rolled out in July 2022.

This presentation outlines the elements that make up that SOP.

Green/Low Risk: These devices are those devices that are unlikely to cause any serious consequences, meaning the user can continue in a safe and sensible manner, referring to the manufacturer’s instructions as needed.

Amber/Medium Risk: These devices would have significant impact in patient care or cause temporary adverse health consequences should they be misused or fail. The device must only be operated by a user who is deemed competent in the use of the device following a formal written self-assessment, to be completed every 3 years. The user must take advice and instruction from a senior, knowledgeable colleague, and read the manufacturer’s Instructions For Use if they have any queries about the device.

Red/High Risk: These devices are those that have the potential to cause serious adverse consequences or death should they be misused or fail. Any high-risk device carries a ‘STOP’ element, meaning that the device MUST NOT be used unless the user has received formal training to do so.

Equipment Risk Assessment

Equipment was risk assessed by departmental Health & Safety and Equipment Teams.

Classification was based on the Risk Classification System defined in policy MP03. This is different to the routine 5 x 5 matrix Risk Assessment.

Under these definitions the majority of Audiological equipment was classified as LOW risk.

A few devices were assigned MEDIUM risk.

Self-Assessment Checklist and Staff Compliance Record

Staff complete a Self-Assessment Checklist for each Amber/Medium Risk device every 3 years.

An Individual Competency Record form summarises each staff member’s competency and this is reviewed annually at PADR.

Links to electronic equipment manuals available on Microsoft SharePoint are on the Individual Competency Records for ease of reference.

Compliance Monitoring

The Monitoring Tool Spreadsheet is used to track service level compliance.

The Monitoring Tool returns individual staff % compliance, as well as automatically highlighting competencies that have either expired or are due to expire in the next 6 months.

It also monitors overall service % compliance which is reported via Governance functions up to Trust Level Leadership.

Implementing a process for training and monitoring the use of medical devices is essential to ensure good governance and to comply with national guidance.

References: