

Standard Operating Procedure

VUHB Sterile Processing Repair Coordinator

Date 03/20/2014

Applicable to: Perioperative Services, Apparatus Shop, Clinical Engineering,
Purchasing and Repair Services

Team Members Performing: Repair Coordinator

I. Purpose:

Provide guidance for continuous repair coordination of scopes, instrumentation and operating room (OR) equipment within the Perioperative Services department.

II. Procedure:

A. Single Item Instrument Repairs/Replacement

1. Document all repairs using repair form.
2. Any items that are in an instrument set that need repaired but cannot be replaced because there are no extra instruments to complete the set need to be documented and will stay with the set until repaired to complete the set.
3. At each shift end collect all document items that need repaired (including instrument sets).
 - a. This includes instrument sets that cannot be put into service without the repair instrument.
 - b. Print out the count sheet for the instrument set and highlight the items that are going out for repair.
 - c. Scan the instrument set to the repair cart in the Repair Coordination office.
4. Separate instrument sets and single instruments.
 - a. Scan all the single item instruments that can be scanned into repair.
 - b. Organize document using 3rd Party Repair Form for all the items that need repaired.

- c. If applicable: Call repair service to collect all items needed repaired.
 7. Will coordinate pick up time with repair service.
 8. Coordinate scope and power and instruments repairs.
- B. OR Equipment Repairs/Replacement**
 1. Call Apparatus Shop or Clinical engineering for OR equipment that need repairs/maintenance.
 2. Will assist with transportation and arrangement of OR equipment.
 - a. Apparatus Shop:
 - i. Log OR items needing repaired with date, item description and repair issue.
 - ii. Call the shop to arrange for pick-up.
 - iii. Examples: Stretchers, OR stools, back tables, arm boards, Skytron beds, etc.
 - b. Clinical Engineering:
 - i. Log OR items needing repaired with date, item description and repair issue.
 - ii. Call the shop to arrange for pick-up
 - iii. Examples: Electrosurgical units, light sources, footswitches, microscopes, bair huggers, bair paws, pumps, Doppler box, ultrasounds, lasers, bi-polar, c-arms, Skytron beds etc.
 - c. Vendors for Repairs:
 - i. Call for service if any of these shops cannot work on specific units.
 - ii. Make sure to have model number, serial number and PO number when calling each vendor for repairs.
 3. Call OEM of instruments and equipment that cannot be repaired by onsite repair services to get a cost for replacement.
 4. Review monthly budget expenses.

5. Create a requisition, approve and send to purchasing to create a purchase order.
 - a. Using McKesson systems create a requisition for designated approver to verify all fields are correct and funds are available to purchase/repair.