



<input type="checkbox"/> ADMINISTRATE POLICY & PROCEDURE (APP)		<input type="checkbox"/> INSTITUTIONAL POLICY & PROCEDURE (IPP) <input type="checkbox"/> INTERDEPARTMENTAL <input type="checkbox"/> INTERNAL	
TITLE		POLICY NUMBER/V#	
Training on safe operation of medical equipment		MMC – ADM -2(01)	
INITIATED DATE	EFFECTIVE DATE	REVISED DATE	
02/08/2025	01/09/2025	01/08/2028	
REPLACES NUMBER		NO. OF PAGES	
N/A		02	
APPLIES TO		RESPONSIBILITY	
All Admin workers		Quality and patient safety	

1. PURPOSE

To outline the process of staff training on any newly acquired machine, which will not be used on patient until all concerned staff, has been trained by professional certified trainees from the vendor.

2. DEFINITION

N/A

3. RESPONSIBILITY

Safety personnel and department heads

4. EQUIPMENT

N/A

5. POLICY

General Orientation for New Equipment, New employees and In-Service training will be performed as determined by need, and as result of recommendations from department supervisors.



6. PROCEDURE

- 6.1 Staff training for safe operation on the new equipment for clinical staff must demonstrate on "operational proficiency in use, the safe use of alarm systems for patient care equipment and the use of appropriate settings for sound" that staff may be required to operate in the performance of his/her duties.
- 6.2 The safety personnel will manage the training with the vendor and scheduled with the department head. Following the demonstration "Training attendance sheet" to be signed by each attendant. Also, an "evaluation form" showing the degree of satisfactory knowledge for each topic of training should be filled and signed by each user. Documentation will be kept in the CE "Training Record".
- 6.3 Education department will manage the training of new employees through the use of equipment performance based.
- 6.4 When a refresh "In-Service training" is requested, the Clinical Engineering Dept. will assist department supervisors, this is done through a formal "in- service training request" sent to the safety coordinator who in his/her turn will schedule the training to be provided either by representative or safety personnel.
- 6.5 When the training is deemed necessary, the safety team will provide training to avoid operator error, misuse or abuse.
- 6.6 In both cases a record of the training attendance will be documented within the safety department.

8. REFERENCES

- 8.1 CBAHI National Standards for Ambulatory Care Centers, Effective Jan,2020.
- 8.2 The Joint Commission International (JCI), 7th Edition, Effective Jan 2021.

9. Forms and Attachments

Training Attendance Form

10. Approved:

APPROVALS & REVIEWS::			
Prepared By	Title	Date	Signature
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