



## **ELCT Hospital Maintenance Policy** Update of Sept. 2012

### **4.5 HEALTH CARE TECHNICAL SERVICES**

In the past the Church health care facilities have experience great shortage of equipment. In some cases, existing equipment has been non-functioning because of lack of regular maintenance. The Church health facilities have not performed well as far as upkeep of equipment is concerned. The Church will see to it, that health subsystems and units are equipped with technically appropriate, affordable, standard, effective and sustainable equipment. In view of the above, the Church shall:

- 4.5.1 Employ qualified technicians who will oversee hospital and medical equipments installation, maintenance and repair in order to have effective functioning equipment. Whenever necessary the Church shall subcontract qualified individuals or companies to execute activities which are beyond the capacity of the employed technicians.
- 4.5.2 Purchases standard equipment to be used in health facilities according to international and national standards. The health facilities shall consult HCTS professional technical guidance during procurement process.
- 4.5.3 Ensure planned preventive maintenance of equipment and annual validation and certifications of relevant and specific equipment teams shall make sure equipment inventory is updated on yearly basis. Moreover, HCTS shall provide guidelines for equipment which need to be disposed adhering to the national standard on safe disposal.
- 4.5.4 Collaborate with partner through coordinative activities of Christian Social Services Commission (CSSC) and other stakeholders in health care provision in sharing success, challenges and way forward to improve reliable and affordable hospital and medical equipment maintenance.
- 4.5.5 Promote HCTS to network with other international and national professional organization. In addition to this HCTS shall organize and conduct technical seminars as per demand.\

## **OPERATIONAL GUIDELINES**

### **2.3.4 Maintenance: Health Care Technical Services**

#### **2.3.4.1 Health Facilities Technicians employment Opportunity**

The Church health facilities shall have qualified technicians to deal with hospital and medical equipments installation, maintenance and repair. Hospital management teams shall involve HCTS on job openings to competitively choose reliable electricians, electronic technicians, biomedical equipment technicians and biomedical engineer.

#### **2.3.4.2 Intensive Care Unit, Theater, Laboratory and Radiology units**

HCTS in collaboration with Hospital Management and in-house technicians shall ensure a proper set up of the INTENSIVE CARE UNIT-ICU, THEATRE, LABORATORY AND RADIOLOGY UNITS, and standardization shall be based on guidelines from the Ministry of Health and Social Welfare. Power stability and life support equipments at ICU shall be of a great priority and practical.

#### **2.3.4.3 Central Sterilization Unit**

HCTS, health facilities and in-house technicians must ensure annual validation of sterilization system is done, documented and actions are taken in case a system does not meet the validation test. In-house technicians shall be responsible on performing regular validation test once in a week time and must be documented as well.

#### **2.3.4.4 Technical Collaboration with other Zonal workshops**

Hospital Management team shall ensure a smooth cooperation with the zonal health care technical services-ZHCTS during installation, planned preventive maintenance and repair of sophisticated hospital and medical equipment.

ELCT, CSSC shall call upon and finance annual meetings for zonal workshops management and technical representative for sharing success, challenges and way forward to improve reliable and affordable hospital and medical equipment maintenance.

#### **2.3.4.5 Hospital and Medical Equipment Procurement and Standardization**

Health facilities shall collaborate with HCTS on hospital and medical equipment local and foreign procurement, clear guidelines shall be provided to the vendor/suppliers over quantity and warrantee limitation. It shall be stated and legally agreed

- By the vendor/supplier that for any purchase of equipment warrantee against manufacture defects shall be at minimum of two years and that vendor/supplier must be able to supply spare parts/technical support in about one to three weeks time.
- In written documents that parts/technical support shall be provide for at least five years from the installation date.
- In-house technician and operators must sign a notice of content from the supplier/vendor that they are well trained and sustainable to carry on.

The Church health facilities procurement offices/tender board shall utilize the services provided by zonal Health Care Technical Services (ZHCTS) in providing clearly technical bidding documents further more engineering specifications provided by the bidders against the bidding documentation during tender awards.

#### **2.3.4.6 Donation and Guidelines**

HCTS shall be a technical consultation pool on securing donation from different sources e.g. foreign, local, government etc. It has to be foreseen that donation are of benefits to the health facilities and running cost are reasonable. Each health facilities shall not agree on any hospital and medical equipment donation from abroad or within the country if pre technical specifications are not agreed between hospital management and HCTS

More references on donation guidelines are available on the websites ([www.hcts.org](http://www.hcts.org))

#### **2.3.4.7 Annual Hospital Technical Seminars**

HCTS shall organize and conduct hospital technician seminar per demands, this shall be in collaboration with St Luke Foundation-Kilimanjaro Clinical Research Institute if necessary, and this seminar may be carried in a certain number of hospital facilities depending on the syllabus and technical levels, to be carried at Moshi, outside or non-field training.

#### **2.3.4.8 Hospital Technician's and Association of Medical Engineering in Tanzania**

HCTS shall be the contact link to the ASSOCIATION OF MEDICAL ENGINEERING IN TANZANIA-AMET. HCTS shall update health facilities issues regarding electricians, electronic technician, biomedical technicians and biomedical engineer's membership requirements and regulations, meetings, seminars and regional association updates e.g. ASSOCIATION OF MEDICAL ENGINEERING IN KENYA-AMEK, UGANDA MEDICAL ENGINEERING ASSOCIATION-UMEA.

#### **2.3.4.9 National Atomic Energy Commissions Safety Regulations**

HCTS shall be responsible on provision of regulation over the possessing and safe use of radiation equipment such as XRAY, MRI and other radiation equipment. HCTS shall ensure safety practices are observed by the radiographer and to the patient. Health facilities shall ensure collaborate with HCTS during x-ray room set up and later on report to the ATOMIC ENERGY COMMISSION for inspection and that legal operating license is issued and annual paid. HCTS and health facilities management shall ensure that x-ray system are annual calibrated and that the film budge given to the radiographer is submitted to the commission per the given instructions.

#### **2.3.4.10 Health Facilities Inventory and Annual Update**

HCTS health facilities management and in-house technicians shall carry the overall hospital and medical equipment inventory and shall be updated once in every year.

This inventory shall be used as a tool for procurement of new hospital and medical equipment as well as guidelines for selecting kinds of equipment that health facilities needs as donation.

#### **2.3.4.11 Planned Preventive Maintenance and Equipment Disposal**

Each facilities must have in place a practical planned preventive maintenance system of which the in-house technicians shall carry out together at least once in a year time with HCTS.

Health facilities management shall be full responsible on ensuring this happens, and it has to be agreed that worst case shall be once in a year time, if at all not three times a year.

HCTS shall provide guidelines depending on individual equipment over when shall the equipment phased out according to the manufacture r recommendation, providing means for safe disposals, disposal procedure shall adhere to the national standardization in order to offer safety to the environment.