

REGIONS HOSPITAL EMS	
POLICY/PROCEDURE: Medical Equipment Purchase	Page 1 of 1
ISSUED BY: Medical Director	No. 09-101
DATE: April 1, 2009	Supersedes: No. 05-101

Purpose:

According to Minnesota Statutes, it is the responsibility of the Medical Director to “provide standards on upgrading and purchasing equipment.”

Policy:

Any new medical equipment purchases must be reviewed, prior to purchase, by the Regions Hospital EMS Medical Directors and/or the service’s designated EMS Clinical Supervisor. This allows the Medical Directors to advise the service about the device as it relates to patient care.

Procedure:

1. The service director or EMS coordinator will contact their respective EMS Clinical Supervisor to review the new equipment and education plan for service personnel. This information will be taken back to the Medical Directors for their review and approval.
2. Following approval by the Medical Directors, the service director can proceed with purchasing the equipment.
3. Service directors or EMS Coordinators must schedule appropriate training on each new device for all personnel. This training should be done by the product representative from whom the device was purchased (whenever possible). New equipment may not be put in service until the training has been completed. Only trained personnel may use the equipment.
4. Records documenting the training must be maintained by each individual service, and review of these records may be requested at any time by the Medical Directors or their designee.