

### ***Electrotherapy Maintenance Committee***

**Purpose:** To facilitate the exchange of information regarding maintenance, regulatory compliance and equipment performance through the exchange of best practices among its committee members, faculty, staff, equipment manufacturer, suppliers and maintenance contract agencies.

**Scope:** This SOP applies to the constitution of the electrotherapy maintenance committee, roles and responsibilities of members of the electrotherapy maintenance committee and maintenance of all activities and documents.

Applicable to all electrotherapy Equipment in the Clinical and Academic departments of the institute.

### **Objectives-**

1. To minimize the risk of harm, to service users and employees, associated with the acquisition, use, and ongoing support of Medical –physiotherapy devices/Equipment
2. Develop and maintain the systems required to effectively and safely manage medical – physiotherapy devices/equipment
3. To promote and coordinate standardization in all branches of electro-therapy equipments
4. To promote safety in electrical equipment and installations and to encourage an awareness of electrical safety among the health care professionals
5. To advise and make recommendations on any matter pertaining to electrotherapy.
6. Record keeping of all Medical-physiotherapy devices/Equipment are properly maintained and repaired.
7. All aspects of the system in place for Medical Devices and Equipment Management are monitored and reviewed by management for the purposes of learning and improvement
8. To keep record of the utility of equipment for patients as well as students use.

### **Procedure:**

#### **Receiving New Equipment :**

1. The purchased equipment to be first entered in the central stock register in the Admin department.
2. Thereafter the committee members will maintain entries of all electrotherapy equipment in the electrotherapy stock register.
3. The warranty card of the equipment will be filed in the file and stored in the admin section.



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### **Equipment Storage:**

1. The Equipment after entry will be given nomenclature and either be retained by the committee as stock in the electrotherapy lab or issued to the respective sections as per requirements.
2. During issue of any equipment the same will be noted in the stock register duly signed by the section in charge and the member of the committee.

### **Equipment Issue:**

1. Equipment will be issued by the committee member as per the requirement to clinical sections with due entry in the electrotherapy register.
2. The responsibility of equipment then will be with the respective section incharges (either Clinical/Academic/Faculty).
3. A lab assistant will be available throughout for all practical sessions and examinations for handling and record keeping of the issued equipment.
4. The Electrotherapy cupboard keys will be handled only by the committee members and the lab assistants.
5. Under any given circumstances, the keys will not be made available/ accessible to the students of any batch.
6. Return of equipment to be done on or before 3.30 pm. At return the working status will be checked by the committee member and the same will be noted in the register with signature.
7. Equipment for research projects will be issued on receiving an application form the student duly signed by the student, guide and principal.
8. Long term issues of equipment will be done against deposit money after submitting it in the admin office.
9. Deposit amount will vary according to the equipment issued.
10. On return of the equipment, the student will be liable and held responsible for any damage to either the equipment or the accessories provided with the equipment. Student will have to either bear the expenses of replacing or repairing the equipment and or accessories

### **Equipment Stock taking:**

1. Individual section in charge will be responsible for maintaining the list of all electrotherapy equipment in the section in the register and google drive folder.
2. Individual sections in charge will be responsible to conduct monthly stock taking and maintenance checks in their respective sections and update the same in the register, google drive on or before 5th of each following month.





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1. Report of any equipment damage,needing repairs,lost or not found during stock taking should be reported to the committee member and note of the same to be recorded in the register and individual section equipment list on google drive.
2. Twice a year stock taking of electrotherapy equipment of all sections (clinical & teaching) will be done by the committee member.

#### **Equipment Maintenance:**

##### **Regular maintenance with AMC- includes**

1. Weekly visit by **AMC** technician Mr. Bagwe for maintenance of equipment to Electrotherapy lab and to all clinical sections.
2. In the clinical sections, the damaged equipment or the accessories of the equipment to be reported by the clinical incharges to the Mr. Bagwe in this weekly visit
3. The equipment not working or damaged in any clinical section should be entered in the Electrotherapy equipment complaint register available in MSK 2 OPD along with the updation of the Google sheet to be maintained for the same by the respective clinical incharges and to be duly signed by the committee member as an acknowledgement
4. In case of warranty related issues,a call for the repair will be requested by the committee member to AMC agency/respective company.
5. Quotation for the expense towards repair of the damaged equipment will be taken from AMC technician and then will be processed ahead after approval of the Principal.
6. The repair will be initiated only after gaining the sanction by Principal
7. Following the sanction of quotation from principal, the equipment will be sent for repair.
8. A gate pass is mandatory for taking the damaged equipment out of the institute for repair which has to be duly signed on exit.
9. Committee member and section incharge will be responsible for follow up of repair or maintenance of damaged equipment.
10. On return of the equipment,it has to be tested by the section incharge and committee member for the appropriate functioning of equipment/ its accessory. Committee members also update the gate pass with the signature and date.
11. In case any equipment under AMC needs repairs beyond AMC terms and conditions, it should be entered in the electrotherapy complaint register kept in MSK opd 2 by the individual section incharge and signed by the committee members.

#### **Equipment to be Condemned:**

1. Any equipment beyond the scope of repairs as reported by the company/ AMC firm/ Repair Firm will be condemned after approval from the committee members and Principal only after receiving the condemned certificate.
2. Note of the same will be made in the stock register by the committee members.



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**Members:**

- Dr. Rupali Shevalkar (PT)
- Dr. Nisha Dhasal (PT)
- Dr. Yogini Shinde (PT)
- Dr. Sneha Ganu (PT)
- Dr. Tejal Pardeshi (PT)
- Mr. Vishal Kadam (non-teaching staff)

**Principal:** Dr. Shweta Manwadkar (PT)  
**PRINCIPAL**

**K. J. SOMAIYA COLLEGE OF PHYSIOTHERAPY**  
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