INTERNAL ONLY

ISLHD POLICY COVER SHEET

NAME OF DOCUMENT	Information and Communication Technology Equipment within the Patient Environment – Electrical Testing Of
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EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR	ISLHD Chief Information Officer
AUTHOR	Director Clinical Engineering
KEY TERMS	Patient Environment, Electrical, Safety, Information and Communication Technology Equipment, ICT
FUNCTIONAL GROUP OR HUB	District Wide
NSQHS STANDARD	Standard One
SUMMARY	This policy establishes governance for the electrical safety testing requirements of Information and Communication Technology equipment used within the patient environment.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

Feedback about this document can be sent to: ISLHD-CorporateGovernance@health.nsw.gov.au

Information and Communication Technology Equipment within the Patient Environment – Electrical Testing Of

ISLHD CORP PD 04

1. POLICY STATEMENT

There is an increasing need for the use of Information and Communication Technology Equipment (ICTE) at the point of care. Without appropriate controls the electrical integrity of the patient environment and medical procedures carried out within it may be compromised resulting in an increased risk to the safety of patients, staff and visitors.

2. AIMS

The safety of medical procedures is maximised when the following factors are applied:

a) Safe installation, in accordance with AS/NZS 3003.
b) Safe equipment, in accordance with AS/NZS 3551.
c) Safe procedures by trained and informed staff, in accordance with AS/NZS 2500.

These factors are linked and graphically represented in Figure 1.

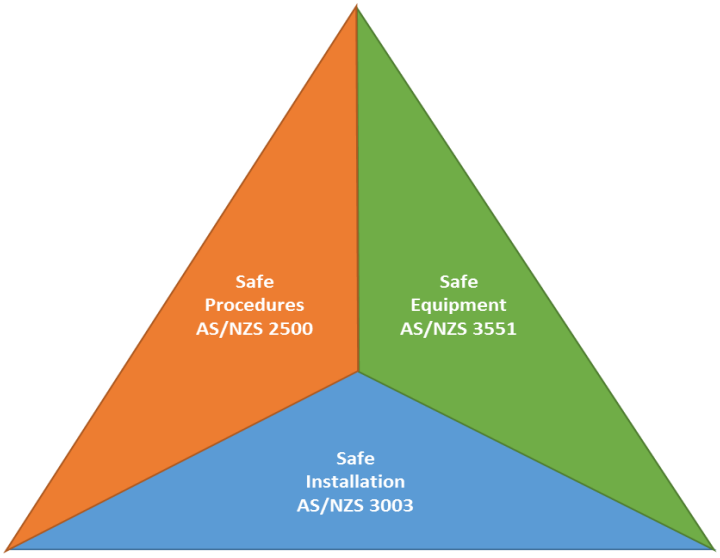

Figure 1 - Safety Triangle

This policy is specifically aimed at ensuring ICTE used within the patient environment is electrically safe within the context of AS/NZS 3551.

3. TARGET AUDIENCE

All staff responsible for the selection, procurement and ongoing support of ICTE to be used both intentionally or unintentionally within the patient environment.

4. RESPONSIBILITIES

The service managing ICTE on behalf of the organisation shall have a programme in place to ensure ICTE used or intended to be used within the patient environment meets the electrical testing and labelling requirements of applicable Regulations and Standards. The programme should ensure compliance with AS3551 which would include:

- Consideration of the use of Medical Grade ICTE where appropriate.
- Creation of a register of ICTE used within the patient environment.
- Initial electrical safety testing of new ICTE at acceptance and prior to being placed into service.
- Establishment at acceptance of routine intervals for ongoing electrical safety testing during the life of the ICTE.
- Ongoing electrical safety testing of ICTE at the previously established intervals.
- The storage of numerical values obtained during electrical safety testing in accordance with AS/NS 3551 and the General Retention and Disposal Authority – Public Health Services: Administrative Records – GDA 21
- Labelling of ICTE in accordance with AS/NZS 3551.

NOTE: The level and frequency of electrical safety testing may be varied by way of a documented risk analysis.

5. DEFINITIONS

- ICT Equipment - hardware used for the communication, processing and storage of digital information. This includes, but is not limited to, computers and their peripherals and other communication equipment and communication networks used to link such equipment together.
- Medical Grade – equipment which meets the electrical and functional requirements of AS/NZS IEC60601 – Medical electrical equipment – Part 1: General requirements for basic safety and essential performance
- Patient Environment – The space shown in Figure 2 extending 1500mm around all possible patient locations.

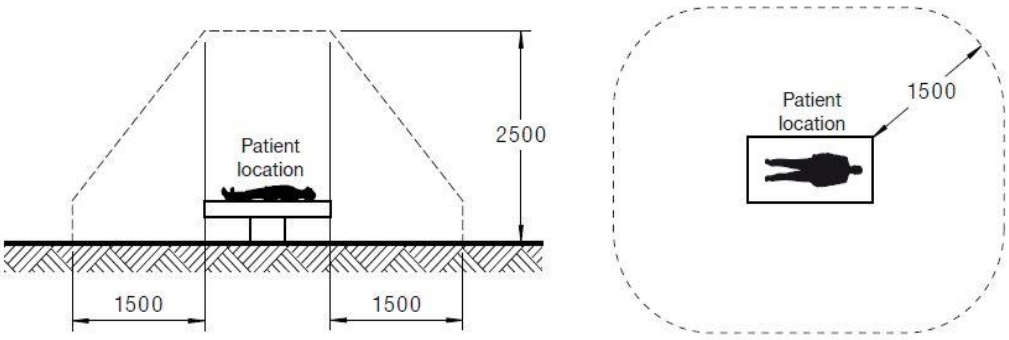

Figure 2 - Patient Environment

6. DOCUMENTATION

ICTE device and testing register. This may be in the form of an existing record system capable of recording all required data.

7. AUDIT

Undertaken at routine intervals during ongoing electrical safety testing events.

8. REFERENCES

- AS/NZS 2500 – Guide to the safe use of electricity in patient care
- AS/NZS 3003 – Electrical installations – Patient areas
- AS/NZS 3551 – Management programs for medical equipment
- AS/NZS IEC 60601.1– Medical electrical equipment – Part 1: General requirements for basic safety and essential performance
- NSW Work Health and Safety Regulation 2017
- General Retention and Disposal Authority – Public Health Services: Administrative Records GDA 21

9. REVISION & APPROVAL HISTORY

Date	Revision No.	Author and Approval / Date
15/07/2019	0	**Author: ISLHD Director Clinical Engineering**
		Approval / Date: ISLHD Corporate Policy Recommendation Committee / September 2019 **Approval / Date:** Chief Information Officer / January 2020