

Maintenance Schedule

It is essential that Practices have a schedule for the maintenance and monitoring of all their key clinical equipment. Equipment that requires calibration, or that is electric or battery powered, needs to be serviced regularly to ensure it is and continues to be in good working order.

RACGP Standards

5.2.1D *Our practice has a schedule for the maintenance of our key clinical equipment.*

Assessment methods

- Document review of equipment maintenance schedule

Meeting the standards

The Maintenance Schedule should include all key clinical equipment kept and used at the Practice, the date equipment is due to be checked, outcomes of the testing and the person's name and signature carrying out the check. It should also indicate the date the next review is to be conducted. Staff should be able to advise who is responsible at the Practice for monitoring and ensuring the Maintenance Schedule is adhered to.