WHAT CONSTITUTES AN ASSET: CMMS BIOMEDICAL ENGINEERING

1. Purpose

The purpose of this procedure is to:

1.1 Define the criteria and process by which we decide what assets should be entered into the CMMS. [1]

1.2 Assist all staff in determining what constitutes an asset for the BCBME CMMS.

2. Definitions

Acronym or Word	Definition
Asset	A Medical Device whose repair and maintenance history must be recorded for legal and management purposes
BCBME	BC Biomedical Engineering
BMET	Biomedical Engineering Technologist
CMMS	Computerized Maintenance Management System
DBM Team	The Provincial DBM Team composed of 1 representative from each HA tasked to oversee the processes in and around the CMMS
ECRI	Emergency Care Research Institute, an independent non-profit organization authority on the medical practices and products that provide the safest, most cost-effective care
Included Asset	A device, system or subsystem entered into the CMMS
Medical Device	A wide range of products used in the treatment, mitigation, diagnosis or prevention of a disease or abnormal physical condition.[2] Typically, BME looks after electro-medical devices, which are defined as "A medical electrical device used for the treatment, monitoring or diagnosis of a patient and which makes physical or electrical contact with the patient or transfers energy to or from the patient or detects such energy transfer to or from the patient."[3]

[1] Clinical Engineering Standards of Practice (CESOP), Section 6.4.1.1. The SERVICE has a documented policy for identifying those DEVICES appropriate to the inventory. (3.2.1.1)

[2] Health Canada, https://www.canada.ca/en/health-canada/services/drugs-health-products/medical-devices/activities/fact-sheets/safe-medical-devices-fact-sheet.html

[3] CAN/CSA-C22.2 NO. 601.1-M90 (R05), Medical Electrical Equipment - Part 1: General Requirements for Safety

3. Scope

3.1 Included:

All assets that meet **all** of the following criteria:

a) Assets for which BCBME has the responsibility to maintain their records. Typical in the form of, but not all inclusive is scheduled maintenance, work orders, alerts and incidents

b) Assets that pass the decision matrix below (Appendix A).

4. Procedure

The DBM Team reviews, based on the criteria described herein, which assets should be entered into the CMMS. Requests for exceptions may be submitted to the DBM Team.

4.1 Included Assets

If the model number already exists in the CMMS then a new asset with the same model number may be entered into the CMMS. The new asset is reviewed and approved by the Team Leader or a delegate before being set to active status in the CMMS.

4.2 Process Decisions

This process applies for all assets that are a **New Model** entry into the CMMS:

4.2.1 Use the Criteria in Appendix A or the Decision Flowchart in Appendix C to determine if an asset should become an Included Asset. If it should be included submit a New Model Request to the DBM Team.

4.2.2 The DBM Team reviews the request using the Criteria in Appendix A or the Decision Flowchart in Appendix C. Assets that pass the criteria in Appendix A or in Appendix C will be added to the CMMS. If the asset doesn't pass either of the criteria, the requestor will be advised in writing with rationale

4.2.3 If the requestor disagrees with the DBM Team's review, they can appeal with a rationale to:

a) The DBM Team for reconsideration.

b) The appeal response will be provided to the requestor.

c) If the BMET or Team Leader is still in disagreement they can further appeal to their Director who can bring it forward to the Federated Director Committee for final consideration.

4.2.4 The DBM Team defines the naming and coding conventions for asset, including:

a) Manufacturer (Mfr)

b) Vendor Code (ECRI)

c) Model

d) Device Type (ECRI)

e) Device Type Code (ECRI)

4.2.5 The DBM Team will regularly audit the assets in the CMMS. If they find any assets that they believe should not be in the CMMS based on the criteria described herein, they will discuss it with the Team Leader.

5. Reference Documents

- Clinical Engineering Standards of Practice (CESOP), Section 6.4.1.1. The SERVICE has a documented policy for identifying those DEVICES appropriate to the inventory. (3.2.1.1)
- Health Canada, https://www.canada.ca/en/health-canada/services/drugs-health-products/medical-devices/activities/fact-sheets/safe-medical-devices-fact-sheet.html
- CAN/CSA-C22.2 NO. 601.1-M90 (R05), Medical Electrical Equipment - Part 1: General Requirements for Safety

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APPENDIX A – CRITERIA

There are two types of criteria: A) What probably will be Included, and B) What probably will be Excluded. These criteria are intended to aid in the decision at each step of the process and will be used in the final decision. The criteria are intended to assist in the decision process and are not to be applied strictly as rules.

A) If an asset falls into one of the following 4 categories it probably WILL become an Included Asset:

1. It is a classified medical ***device*** BCBME is responsible for managing (e.g. PMs, Alerts, CWs, Incidents) *AND*
   i. It is used in the direct treatment or diagnosis of a patient

   OR

   ii. It's maintenance needs to be tracked as per the requirements of a recognized Accrediting or Regulatory Agency

OR

2. It is a Power Supply (other than Batteries & Double Insulated AC to DC Adapters) that is connected to 'included' medical devices while those devices are being used to treat or diagnose a patient. Example would include UPSs.

OR

3. It is BME test equipment that requires regular calibration to a standard.

OR

4. It is a medical device ***accessory*** BCBME is responsible for managing (e.g. PMs, Alerts, CWs, Incidents, functional checks) AND
   i. It is a network infrastructure component that supports a network of connected medical technology

   OR

   ii. It could be moved by clinical staff without the use of tools AND
      i. It is a Risk Class 1 device battery

      OR

      ii. It may potentially affect patient safety

      OR

      iii. It is an accessory that can be used on its own

B) If an asset falls into one of the following categories it probably WILL NOT become an Included Asset (also see Appendix B):

1. **C**onsumer Products not used to directly treat or diagnose a patient (e.g. of excluded: LCD Monitors, printers)
2. **A**ccessories – some exceptions for high cost and/or high risk accessories (e.g. Pulse Ox probes)
3. **N**ot Supported by BME
4. **N**ot a Medical Device
5. **O**ffice Equipment
6. **T**ools
7. **P**arts

APPENDIX B – EXCLUDED ASSETS

The list of devices in the table below are typically Excluded Assets.

Excluded Assets
Amplifier, UHF
Backup Drive
Backup Tapes
CD player
CD/DVD Rom
Drill Motor, non-surgical
Drills, non-surgical
DVD player
Engraver
External Hard Drive
Fan
Floppy Drive
Glue Gun
Hard Drive
Heat Gun
Keyboards
Knife, Electric
Label Maker
Laser Pointer
Lathe
Lens, Camera
Motor
Mouse
Network AP/SWITCH/ROUTER/HUB (ones managed by IT)
Pan, Electric Frying
Power Bars (except standalone power bars in critical areas that are the responsibility of BCBME)
Power Cords (except standalone power cords in critical areas that are the responsibility of BCBME)

Power Tools
Roller Stand
Saw, Table
Screwdrivers
Shuttle
Soldering/De-soldering station
Stereo
USB Hub
Video Projector
Video Switch
Washer/Dryer (Not scope washer)

APPENDIX C – DECISION FLOWCHART