



Provincial Health Services Authority

# MOBILE SERVICE VEHICLE & EQUIPMENT EXPENSES PROCEDURE: BREAST SCREENING

(MOBILE SERVICES – SH 030)

## Summary of Changes

	NEW	Previous
BC Cancer		February 2010, March 1997

Last Revised:	DD/MMM/YYYY	Next Review:	DD/MMM/YYYY	
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## 1. Introduction

As a general rule, mobile service expenditures must be pre-approved by Breast Screening Central Office. Items included in this category are scheduled maintenance and repairs, as well as routine upkeep such as painting and re-upholstery.

However, it is recognized that emergency repairs and maintenance to the vehicles and equipment will be required while staff are on the road. Supporting staff initiative in handling such matters, Breast Screening Program (Program), delegates authority to the mobile technologist for emergency repairs necessary to maintain operations/safety and which could not reasonably have been anticipated and approved in advance.

Repair and maintenance expenses related to program-owned mobile service vehicles and equipment are paid directly by the Program if requested by the Mobile Centres.

### 1.1. Focus

The focus of this procedure is to outline the steps for handling advanced approval and emergency approval of BC Cancer Breast Screening Mobile Service Vehicle and Equipment Expenses.

### 1.2. Health Organization Site Applicability

All BC Cancer Breast Screening Mobile Centres

### 1.3. Practice Level

BC Cancer Breast Screening Mobile Technologists

### 1.4. Need to Know

[Mobile Vehicle Policy](#) section 2.6

Prior approval for all non-emergency expenditures involved in the upkeep of the mobile vehicle and equipment is required. This approval can include an agreed upon routine of preventative maintenance and upkeep for the majority of the work required.

The Program is not responsible for payment of work that has not been approved. Expenses that are not approved will be deducted from the affected Mobile Centres' regular payments.

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## 2. Procedure

### 2.1. Steps and Rationale

#### 2.1.1 Emergency Authorization

Workflow Step	#	Action	Role
Emergency Authorization	1.	Authorize emergency repairs that are identified outside of regular work hours.  Staff judgment will be relied upon for repairs or service that ensures the safety of the staff and participants and within reason minimizes delays or cancellations of the screening service.	Mobile Technologist  Mobile Operator
	2.	Document the event in the Communication Log found in the Mobile Vehicle cab.	Mobile Technologist
Work Order	3.	Obtain work order and forward to Mobile Operations Manager within a week's time to support accountability and expense approval.	Mobile Technologist
	3.1	Review work order and forward to Breast Screening Central Office for expense approval.	Mobile Operations Manager

#### 2.1.2 Advance Approval

Workflow Step	#	Action	Role
Upkeep Request	1.	Forward the request for upkeep in writing to the Mobile Operations Manager including a definition of the proposed maintenance and an explanation/justification.	Mobile Technologist
Request Approval	2.	Decide on approval of work considering the following: <ul style="list-style-type: none"> <li>Estimated cost</li> <li>Benefit of proposed work</li> <li>Availability of funds</li> </ul> To save travel and accommodation costs, whenever possible, non-urgent repairs should wait until the next scheduled service.	Mobile Operations Manager
	2.1	Review request and submit to Breast Screening Operations Director for approval.	
	3.	Provide written approval of upkeep requests.	Mobile Operations Director

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### 2.1.2 Invoice Processing

#	Action	Role
1.	Forward invoice(s) to Mobile Operations Manager.	Mobile Technologist
2.	Approve and code invoice(s)	Mobile Operations Manager
2.1	Forward invoice to Breast Screening Business Affairs Manager to submit to PHSA Accounts Payable for payment.	

### 3. Related Documents and References

#### 3.1. Related Documents

<https://pod.phsa.ca/workplace-resources/finance/accounts-payable/Pages/default.aspx>

[Mobile Vehicle Policy](#) section 2.6

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<b>Final Sign Off:</b>	<b>Name</b>	<b>Title</b>	<b>Date Signed</b>
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