

Policy Title: Mobile Mammography Equipment Servicing	
Section: Mobile Services	Reference No. SH 020
Effective: May 2001	Revision: February 2010

1. SCOPE

Breast Screening Mobile Service Staff

2. POLICY

Repair and maintenance expenses related to program-owned mobile mammography equipment are paid directly by the BC Cancer Breast Screening Program.

As a general rule, these expenditures must be **pre-approved** by the Central Office. Items included in this category are scheduled maintenance and repairs.

However, it is recognized that emergency repairs and maintenance will be required while staff are on the road. Supporting staff initiative in handling such matters, the program delegates authority to the mobile technologist for emergency repairs necessary to maintain operations/safety. By nature, these repairs cannot be reasonably anticipated nor approved in advance.

3. PROCEDURE

There may be significant travel and accommodation expenses involved in service calls, therefore:

1. When the mobile technologist identifies a problem with the mammography system they will call the GE Call Centre to determine if it is an urgent or non-urgent equipment-related issue.

Central Office management must be notified of the issue within 48 hours.

- If **urgent**, the service engineer arranges to travel to the machine ASAP
 - If **non-urgent**, the service engineer and the mobile technologist will determine whether the repair can be delayed until the next preventative maintenance or completed when the mobile service is at a conveniently located site, or whether the repair should be addressed within a few days.
2. The mobile technologist must document equipment issues in the Communication Log
 3. The mobile technologist will reference "X-Ray Tube Replacement/Repair policy, SG 090" when tube replacement is required.

4. The mobile operator or mobile technologist will ensure the work order is forwarded to Central Office in a timely manner, within a week's time to support accountability and expense approval.
5. All invoices directed to Central Office for approval will be forwarded to PHSA Finance for payment once approved.

4. RELATED POLICIES

[SG 090 – X-Ray Tube or Power Supply Replacement and Repair](#)
[SH 030 – Mobile Service Vehicle Expenses](#)

5. RESPONSIBLE PARTY

Mobile Operations Manager