

YORK DIAGNOSTIC IMAGING

Equipment Maintenance Policy

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Document Control

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Document History

Version	Comments	Author	Date
1.0	Initial release	R Devlin	April 2011
1.1	2013 Review	R Devlin	September 2013
1.2	Header update YDI	R Devlin	May 2014
1.3	Review and update	R Devlin	May 2017
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Referenced Documents

Index	Title	Dated
1.0	Service Contract	2010-2013
2.0	Local Rules	2010

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1. Aim

York Diagnostic Imaging (YDI) recognise that in order to deliver an effective clinical service the equipment used in the delivery of that service should be fit for purpose, regularly maintained and used only in accordance with the manufacturers operating instructions. Regular Quality assurance testing, servicing and prompt notification of system faults to the manufacturer ensure optimum system performance.

2. Scope

For the avoidance of doubt, the term '**equipment**' used in this document shall mean the Siemens Prisma 3.0T MRI scanner or the GE Signa 3.0T HD Exite MR system and their associated imaging coils, subsystems and software and the Medrad Spectris Solaris pressure injector. The equipment is purpose built for the delivery of a Magnetic Resonance Imaging service.

3. Roles and Responsibilities

- 3.1 The Director has overall responsibility for ensuring that the **service contracts** are in place for the equipment.
- 3.2 The registered manager is responsible for ensuring that:
 - That all operators receive appropriate training in the use of the equipment and that records of operator training are maintained.
 - Daily QA testing of the MRI system is performed
 - Regular preventative maintenance services are scheduled and performed for the MRI systems
 - Regular preventative maintenance services are scheduled and performed for the Spectris pressure injector.
 - All MRI system faults are recorded in the system fault log book and are reported promptly to the appropriate manufacturer.
 - All Spectris pressure injector faults are recorded in the department fault log book and reported promptly to the manufacturer.
 - Where a fault compromises safety the affected equipment is taken out of service until such time as the fault is rectified and the equipment is deemed safe for use.
- 3.3 All employees are responsible for ensuring that:
 - They understand and act in accordance with the policy
 - They only operate the equipment in accordance with the manufacturers operating instructions, the **local rules** and the training they have received
 - Any 'faults' are reported to the Registered manager for appropriate action.

4. Breaches

- 4.1 Any breach to this policy should be raised with the registered manager or data protection officer for investigation and appropriate remedial action.

5. Review

- 5.1 This policy will be reviewed by the Director and the Registered Manager every 3 years or as necessary in response to changes in legislation or national guidance.