

# SOP: Medical Equipment and Medication Checks

This SOP details **medical equipment and medication checks** to ensure the safety, functionality, and accuracy of all medical devices and pharmaceuticals. It covers inspection protocols, calibration schedules, expiration date monitoring, proper storage conditions, maintenance procedures, and documentation requirements. The goal is to maintain optimal medical readiness and prevent equipment failure or medication errors in healthcare settings.

## 1. Scope

This SOP applies to all clinical and support staff responsible for handling, operating, or maintaining medical equipment and medications within the facility.

## 2. Responsibilities

- **Clinical Staff:** Perform daily checks and report irregularities.
- **Biomedical/Technical Personnel:** Conduct scheduled maintenance and calibration.
- **Pharmacy Staff:** Monitor medication inventories and storage conditions.
- **Supervisors:** Oversee compliance and documentation.

## 3. Inspection Protocols

### 3.1 Medical Equipment

- Visually inspect for damage, wear, or missing parts.
- Ensure cleanliness and proper assembly.
- Test operational functionality (power on, alarms, battery levels, etc.).
- Check for current calibration stickers/labels.

### 3.2 Medications

- Confirm correct labeling and packaging.
- Verify quantities against inventory records.
- Check expiration dates.
- Look for signs of contamination or deterioration (discoloration, damage, etc.).

## 4. Calibration and Maintenance

Equipment Type	Frequency	Responsible Person	Record Required
Defibrillator	Monthly	Biomedical Engineer	Calibration Log
Infusion Pumps	Quarterly	Biomedical Engineer	Maintenance Log
Refrigerator/Medication Storage	Daily Temperature Check	Pharmacy/Clinical Staff	Checklist
Oxygen Cylinders	Before Each Use	Clinical Staff	Inspection Log

- Follow manufacturer recommendations for all other equipment.
- Schedule and log preventative maintenance.

## 5. Expiration Date Monitoring

- Perform monthly spot checks of all medications and time-sensitive supplies in storage and clinical areas.
- Implement a “first-expired, first-out” (FEFO) approach in all medication storage and dispensing protocols.
- Quarantine and document removal and disposal of expired or compromised items per facility policy.

## 6. Storage Conditions

- Keep all equipment and medications in accordance with manufacturer-specified temperature, humidity, and light requirements.
- Utilize temperature and humidity monitoring devices in medication storage areas.

- Maintain clean, organized, and clearly labeled storage environments.
- Lock controlled substance areas; restrict access as per regulation.

## **7. Documentation Requirements**

- Record all inspections, calibration, and maintenance activities in designated logs or electronic systems.
- Document findings, corrective actions, and responsible personnel.
- Retain documentation as required by facility policy and regulatory standards.

## **8. Corrective Actions**

- Immediately remove malfunctioning equipment or expired medications from service.
- Notify supervisory personnel and initiate repair, replacement, or disposal procedures as indicated.
- Document all incidents and actions taken.

## **9. References**

- Facility policies and procedures manuals
- Manufacturer operation and maintenance guides
- Local, state, and federal regulatory statutes

## **10. Review and Update**

This SOP will be reviewed and updated annually, or as required by changes in equipment, medication formulary, or regulatory guidelines.