



## Policies and procedures

### Equipment maintenance

This audit module is designed to be used when you want to determine how your systems, procedures and processes support the maintenance of equipment.

It looks at how the policies and procedures regarding your ward's equipment maintenance schedule enables an older patient's participation in their care.

You may use this audit module on its own or as part of an audit of other aspects of policy and procedure, or of the physical space.

This audit module contains 6 questions and will take approximately 20-30 minutes to complete.

Some questions may not be relevant. Where this is the case, there is an option to select 'not applicable,' however please complete as many questions as possible to conduct a thorough audit.

A notes section is provided underneath each question to record any additional information or prompts for action that you identify while carrying out the audit.

Information, recommendations and suggested strategies to address any issues are provided below each question.

When you have completed the audit, please keep it for your reference. You may wish to use it to create your own action list, or to use the information to educate staff about the role of the environment in patient care.

If you want to audit more than one location, please print a new copy of this module and complete the audit again for the new location.



Name \_\_\_\_\_ Date \_\_\_\_\_

Hospital \_\_\_\_\_

Additional information \_\_\_\_\_

### Equipment maintenance

1. Do your purchasing and procurement systems and procedures ensure that general equipment is suitable for older patients? This can include items such as meal trays, cutlery, mattresses.

**Yes** - *Correct* - Purchasing equipment that is suitable for use by older people will optimise participation of the majority of patients.

**No** - Purchasing equipment that is suitable for use by older people will optimise participation of the majority of patients. Ensure your systems include a prompt to check if the equipment you are purchasing is suitable for older people.

**N/A**

#### Notes

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2. Do you have systems in place to ensure that each patient is issued with specialised equipment such as a firm mattress, mobility aids, pressure cushions and so on, according to their individual needs?

**Yes** - *Correct* - Providing equipment specific to a patient’s needs can assist in optimising their independence and function on the ward.

**No** - Providing equipment specific to a patient’s needs can assist in optimising their independence and function on the ward. Ensure that your procedures support all patients to be assessed for their individual equipment needs, that they are issued the equipment and orientated to how and why to use these pieces of equipment.

**N/A**

#### Notes

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**3. Do your procedures include a maintenance schedule for mobility aids issued to patients? This includes checking that rubber stops are in place and in good condition, wheels have good tread and are moving freely.**

**Yes** - *Correct* - Regular maintenance schedules can enable staff to identify and respond to potential hazards.

**No** - Regular maintenance schedules can enable staff to identify and respond to potential hazards. Ensure that you have a system in place to support the regular maintenance of all mobility equipment issued to patients. This supports safety for both patients and staff.

**N/A**

**Notes**

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**4. Do your procedures ensure commodes and shower trolleys are regularly maintained to avoid potential hazards? This includes checking that arms on commodes are secured and steady, rubber stops are in place and good condition, wheels have good tread and are moving freely, and seats are not cracked or broken.**

**Yes** - *Correct* - Regular maintenance schedules can enable staff to identify and respond to potential hazards.

**No** - Regular maintenance schedules can enable staff to identify and respond to potential hazards. Ensure that all commodes and shower trolleys used on your ward are regularly checked for maintenance requirements. This supports safety for both patients and staff.

**N/A**

**Notes**

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**5. Do your policies ensure that the suitability of the type of wheelchair you are using on your particular ward/area is appropriate for the floor surface to maintain push/pull forces for staff?**

**Yes** - *Correct* - Optimising push/pull forces to be within acceptable limits for staff will optimise safety for staff and facilitate independence for wheelchair users.



**No** - Optimising push/pull forces to be within acceptable limits for staff will optimise safety for staff and facilitate independence for wheelchair users. Ensure you have policies in place to review the suitability of the type of wheelchairs you are using for the floor surface in your area.

**N/A**

**Notes**

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**6. Do you have systems in place to ensure that all general equipment used by patients is regularly maintained? This can include checking if the height of chairs is adjustable, over the bed tables are moving freely and their height is adjustable, wheelchairs are in good condition, and storage can be accessed and locked.**

**Yes - Correct** - Regular maintenance schedules can enable staff to identify and respond to potential hazards.

**No** - Regular maintenance schedules can enable staff to identify and respond to potential hazards. Ensure that you have a system in place to support the regular maintenance of all general equipment used by patients. This supports safety for both patients and staff, and facilitates independence and optimises the participation of older people in their care.

**N/A**

**Notes**

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