



**UT Health Science Center:
SIM108 – Sim Equipment, Supplies-Maintenance**

No./Title: SIM108 – Sim Equipment, Supplies-Maintenance		Resp. Office: CHIPS Approval Body: CHIPS	Effective Date: 01/15/2019
Category: Simulation		Last Review: 04/28/2022	Next Review: 04/28/2025
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Related Policies:	SIM 114 - Sim Equipment, Supplies-Storage SIM 115 - Sim Equipment, Supplies-Loan SIM 109 - Sim Equipment, Supplies-Separation		

DEFINITIONS

- 1) Users: Anyone utilizing CHIPS resources (e.g., students, residents, faculty, or external clients).

POLICY

Equipment in CHIPS will be maintained at a level that ensures all educational needs of users can be met.

PROCEDURE

- 1) Equipment used for simulation purposes will be monitored and maintained in accordance with the maintenance plan (See Appendix 1).
 - a) The Maintenance Plan sets the pre- and post-event plans, preventative plans, and predictive maintenance plans for each type of simulation equipment (manikins, task trainers, medical equipment, etc.)
 - b) Each CHIPS Operations Staff member is assigned to a particular equipment maintenance workload via our electronic tracking system.
 - c) CHIPS Operations Staff are expected to log their maintenance dates and any issues discovered, resolved, or the need for additional maintenance support.
- 2) The Equipment Maintenance Plan will reflect manufacturer recommendations and other available standard guidelines.
- 3) Users are expected to inform CHIPS staff of any equipment malfunction.
- 4) CHIPS staff members will notify the Operations Lead of any known equipment malfunction or the need to seek additional solutions.
- 5) As software updates become available, the CHIPS Operations Staff, under the direction of the Operations Lead, will devise a plan to upgrade the equipment without affecting upcoming simulation activity in the building.
- 6) At the completion of any software upgrade, the staff member will test the compatibility of the new upgrade to ensure that it is functioning optimally.
- 7) When annual maintenance agreements are secured through a vendor, CHIPS staff will ensure that annual preventative maintenance checks are performed as outlined in the maintenance agreement.
- 8) The Operation Lead will oversee maintenance agreements and notify CHIPS staff when there is a change in status.

- 9) Equipment user manuals should be stored on the CHIPS Shared Drive and accessible by all CHIPS staff.

APPENDICES

- 1) [Sim Equipment-Maintenance Plan](#)
- 2) [Simulator Maintenance Tracking](#)
- 3) [Manikin Warranty Status](#)

APPROVAL HISTORY

Effective: January 15, 2019, Committee on Academic and Student Affairs

Approved: April 28, 2022, Executive Director, CHIPS