

## [Unique Reference Number]

Maintain an asset register and service history information in healthcare



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### Overview

This standard covers the keeping and updating of an equipment asset register and service history information to inform and check that the maintenance schedules are operational. It is applicable to the wide range of both medical and non medical equipment and medical devices used within the health environment. The information contained within the asset register and service history may be used to assist in the management of existing equipment and devices and/or procurement of replacement items. These functions are covered by related standards.

Users of this standard will need to ensure that practice reflects up to date information and policies.

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#### Performance criteria

*You must be able to:*

- P1 work within your level of competence, responsibility and accountability
- P2 use an existing approved database to record the equipment and medical device
- P3 where appropriate , create a new database where none exists to meet local needs and seek advice from relevant individuals, if this is outside your responsibility
- P4 enter the required data, in the appropriate format into the equipment database to update the asset register and/or service history information
- P5 check the accuracy and security of the information entered into the database
- P6 store the information in the appropriate location in line with organisational policy, protocols, procedures relevant to the data base system
- P7 for electronic systems, back up the system and database at appropriate intervals to ensure data is preserved in line with legislation and organisational requirements
- P8 where appropriate, archive data to retain information on any obsolete, faulty, recalled or disposed equipment and to maintain a current working database
- P9 maintain full, accurate and legible records of information and make available for relevant stakeholders in line with current legislation, guidelines, local policies and protocols

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#### Knowledge and understanding

*You need to know and understand:*

- K1 how to work within your own level of competence, authority and knowledge base
- K2 the principles of databases and the structure and use of an equipment and medical devices database
- K3 the principles and applications of an asset register within your work area
- K4 the importance of information from databases to plan equipment and medical device maintenance, replacement and disposal
- K5 how equipment life cycles and the service history information influence financial and asset depreciation, procurement and decisions for maintenance, repair and disposal
- K6 the range of manual and/or information technology equipment and resources necessary to maintain a database within your work area
- K7 the current accepted best practice and the required information for recording data within your work area
- K8 the current national legislation, guidelines, and local policies and protocols which affect your work practice
- K9 the policies and guidance that clarify your scope of practice, accountabilities and the working relationship between yourself and others

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### Additional Information

#### External Links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: IK1 Information processing

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<b>Developed by</b>	Skills for Health
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<b>Originating organisation</b>	Skills for Health
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<b>Relevant occupations</b>	Health, Public Services and Care; Nursing and Subjects and Vocations Allie; Health Professionals; Healthcare and Related Personal Services
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<b>Suite</b>	General Healthcare
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<b>Key words</b>	Asset, register, service, history, equipment
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