



PEDIATRIC BLOOD AND MARROW TRANSPLANT PROGRAM

DOCUMENT NUMBER: PBMT-EQUIP-001 FRM3

DOCUMENT TITLE:

Out of Service Form FRM3

DOCUMENT NOTES:

Document Information

Revision: 01

Vault: PBMT-Equipment-rel

Status: Release

Document Type: Equipment

Date Information

Creation Date: 12 Feb 2019

Release Date: 05 Mar 2019

Effective Date: 05 Mar 2019

Expiration Date:

Control Information

Author: MC363

Owner: MC363

Previous Number: None

Change Number: PBMT-CCR-221

**PBMT-EQUIP-001 FRM3
OUT OF SERVICE FORM**

OUT OF SERVICE

DO NOT USE

Machine Serial #: _____ **CE #:** _____

Blood Warmer #: _____ **(If needed)**

Problem:

Date of Service call: _____ **Signature:** _____

Directions:

1. Go to online Clinical Engineering work order request and complete form. This will notify Clinical Engineering about the issue, machine, and location.
2. Record the Machine, CE, and/or Blood Warmer #, Problem, Date and time of service call, and Signature.
3. If unable to perform Out of Service Form online, you may call Clinical Engineering @ 919-681-2525.
4. Place this form on clipboard of machine requiring service. Hang on front of machine.
5. Notify the Apheresis Coordinator.
6. The Apheresis Coordinator will record this information on the Apheresis Machine Service Record and/or the Blood Warmer Service Record.

**PBMT-EQUIP-001 FRM3
OUT OF SERVICE FORM**

Instructions for Completing the Out of Service Form

Machine Serial#	Record the machine's serial # requiring service.
CE #	Record the Clinical Engineering # of the machine
Blood Warmer #	Record # of blood warmer requiring service, if needed.
Problem	Explain problem
Date of Service Call	Record date Clinical Engineering was contacted using the hyperlink.
Signature	Person requesting service signature here.

**PBMT-EQUIP-001 FRM3
OUT OF SERVICE FORM**

Example:

OUT OF SERVICE

DO NOT USE

Machine Serial #: Optia 4620 CE #: 123456

Blood Warmer #: _____ (If needed)

Problem:

Loading kit alarm with error prior to prime. Unable to complete prime. Company notified and Apheresis Coordinator aware.

Date of Service call: 10/3/18 Signature: Mary Christen

Directions:

1. Go to online Clinical Engineering work order request and complete form. This will notify Clinical Engineering about the issue, machine, and location.
2. Record the Machine, CE, and/or Blood Warmer #, Problem, Date and time of service call, and Signature.
3. If unable to perform Out of Service Form online, you may call Clinical Engineering @ 919-681-2525.
4. Place this form on clipboard of machine requiring service. Hang on front of machine.
5. Notify the Apheresis Coordinator.
6. The Apheresis Coordinator will record this information on the Apheresis Machine Service Record and/or the Blood Warmer Service Record.

Signature Manifest**Document Number:** PBMT-EQUIP-001 FRM3**Revision:** 01**Title:** Out of Service Form FRM3

All dates and times are in Eastern Time.

PBMT-EQUIP-001 FRM3 Out of Service Form**Author**

Name/Signature	Title	Date	Meaning/Reason
Mary Beth Christen (MC363)		25 Feb 2019, 01:32:31 PM	Approved

Medical Director

Name/Signature	Title	Date	Meaning/Reason
Joanne Kurtzberg (KURTZ001)		25 Feb 2019, 01:49:37 PM	Approved

Quality

Name/Signature	Title	Date	Meaning/Reason
Bing Shen (BS76)		25 Feb 2019, 04:35:14 PM	Approved

Document Release

Name/Signature	Title	Date	Meaning/Reason
Betsy Jordan (BJ42)		27 Feb 2019, 11:30:52 AM	Approved