

TESTING OF THE PATIENT SECURITY SYSTEM

Documentation should be requested from manufacturers of all other systems that interface with the Patient Security System as to their testing requirements.

1. How the system works:

- a. The Patient Security System is a Supervised System. This means the System is constantly checking to make sure the Door Controllers are working. If there is a problem with one of these devices, the Hugs Application will provide a notice of the failure of that device
- b. The Tags transmit a signal every 10 seconds to the system, which monitors and logs that signal. Should a tag fail (stop transmitting that signal), the Hugs System will provide a notice of the failure of that Tag. This is called a Supervision Alert. Therefore, it may not be necessary to check each Tag on an individual basis outside of their normal use.

2. How should the system be tested?

Stanley Healthcare (manufacturer of the Patient Security System) recommends checking the system's technical functions on a monthly basis. You will receive a Customer Technical Binder from IMS at the end of your installation (this is delivered by your IMS representative about a month after installation is complete). This binder will contain detailed instructions on how to test the system as well as a spread sheet (a sample spreadsheet is included in this section of the Implementation Binder) developed just for your hospital based on your particular installation. This type of testing would typically be done by the Hospital technical staff, Engineering or Bio-Medical Departments.

In addition, system functional testing must be checked periodically. This testing will verify operation of the tags, door controllers, and other peripheral equipment connected to the Hugs System, such as door locks, door position switches, elevator interfaces, access controls, paging systems, etc. This type of testing is typically done by the Security Department or the Clinical Staff.

3. Checking the system:

- a. Take one of the Hugs Tags that your hospital currently has in inventory; apply a strap to it so you can verify that the Tag is being admitted properly.
- b. Take the Tag to each of the exit points, and test the Door Controllers. Verify that an Exit Alert sounds, and an alert message is seen on the workstation monitor via the Instant Notifier.

NOTE: If there are doors at the exit point, these doors will likely have to be open before the alarm will occur. Take the Tag to each of the doors, and test the door sensors. If the

door sensors are working properly, no alarm will occur when the Tag is present at the door and the door is closed. Opening the door with the Tag present will cause an alert to occur.

- c. Take the Tag to each of the exit points; and test door locks, if applicable. (i.e., if the Tag comes near door, it will lock).
- d. Take the Tag to each exit door with access control. Verify that the access control system is disabled when the Tag is at the door.
- e. Take the Tag to each of the elevators, testing to see that an alarm occurs when the doors are open and the elevator will not leave the floor (or will function as set up for your system).
- f. Cause a “tamper” (either cut the strap or disengage the metal prongs on each side of the Tag). Verify that you get a Tamper Alert.
- g. Document all information on the Hugs System Testing log, located in _____.

Suggestion: Placing a Hugs Tag on a stuffed animal, admitting it to the system, and displaying it at the nurse’s station is a good tool to use to periodically check the system, as well as being a good demonstration tool for Childbirth Education classes, tours, etc.

Note: If your hospital has the BabySense feature, it will need to be disabled for this Tag while testing. (Login to Hugs Software; Click anywhere in the patient/tag row to highlight it, then click the Disable BabySense icon in the Census List toolbar; a warning message appears. Click OK; ensure that the tag row is highlighted in light blue for the correct patient.) Upon discharge, BabySense will be reset automatically or you can repeat the steps above to “Enable BabySense” if needed.