

## **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 fully Supervised System. This means the System is constantly checking its own components; i.e., the Tags, the Patient Security Receivers, and Portal Exciters.
- 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 Passport Application will provide a notice of the failure of that Tag. This is called a Supervision Alarm. Therefore, it may not be necessary to check each Tag on an individual basis outside of their normal use.
- c. Secondly, every minute or two, the Passport Application is supervising the Patient Security Receivers and Portal Exciters. If there is a problem with either of these devices, the Passport Application will provide a notice of the failure of that device.

### **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 Planner) 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, portal exciters, patient security receivers, and other peripheral equipment connected to the Passport Application, 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 Tags that your hospital currently has in inventory; apply a band 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 Portal Exciters. Verify that an Exit Alarm sounds, and an alarm message is seen on the workstation monitor.

**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 alarm to occur. Proper operation is also verified by looking at the floor plan display and watching the door indicators (green doors) open and close.

- 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 (1) an alarm occurs, regardless of the doors being open or closed; (2) an alarm occurs if the doors are open; (3) an alarm occurs when the doors are open and the elevator will not leave the floor; (4) no alarm occurs, but the elevator will not leave the floor.
- f. Cause a “tamper” (use the removal key to remove one side of the band on a Passport Tag – DO NOT CUT A PASSPORT TAG BAND AS THE PIECES MAY BE DIFFICULT TO REMOVE). Verify that you get a Tamper Alarm.
- g. Document all information on the Passport Application Testing log, located in  
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