PEDZ SAMPLE TESTING POLICY

HOSPITAL NAME: _____

PURPOSE: To ensure appropriate and timely testing of the Pedz Application.

Equipment: Tag and Strap/Band; Pedz Band Removal Tool
                 Pedz Computer Workstation

Personnel: Two persons will be required to perform this testing: one to take the tag to each exit, and one to verify and clear the alarms at the PC workstation.

Key Point: The Pedz Application is checking its own components; i.e., the Tags, the Local Area Receivers, and Portal Exciters on a regular basis. This is what is called a "Supervision" Function.

The Tags "check in" with the system every 10 seconds; and if any tag fails to "check in" after a set timeframe, the System will notify the staff of that failure. Therefore, it may not be necessary to check each Tag on an individual basis outside of their normal use.

In addition, the system communicates to the Local Area Receivers and Portal Exciters several times a second and will generate an alarm if there has been no communication with any of those devices for a minute or two. So if there is a problem with any of these devices, the System will notify the staff of that failure.

However, the Pedz Application cannot test door locks, elevator controls, or access control systems that may be connected to the System.

IMS Note: **There are two different types of system testing: one we will call "Technical Testing", and one we will call "User Testing".**

Technical Testing would typically be performed by a technical person from the Engineering Department, Bio-Medical Department, or IMS staff. This type of testing is described in the Pedz Application Installation Manual. IMS recommends this type of testing be done no less than once a year.

The second type of testing is what we will call functional or User Testing. This type of testing would test the Pedz Application components, as well as alarm indicators, door locks, elevator controls, access controls, etc., that may be connected to the System. IMS recommends this type of testing be performed once a month. This sample policy addresses this type of testing.

Key Point: The Pedz Application will be checked on a _____(time)_____ basis. It will be checked by the _____(department)_____ staff. Any problems or concerns with the system will be reported to the Clinical Administrator, who will contact the appropriate party.

General: Any members of the _____(department)_____ staff who has been trained on the testing process, may perform the testing. It is to be documented on the log located in the _____.

PROCEDURE:

1. Take a Tag, apply a strap, and verify the Tag is being admitted properly. If using the Hugs Tag which has the BabySense feature, the tag must be applied snugly around two fingers of the person doing the testing. **IMPORTANT NOTE:** Enter TEST TAG in the tag description area of the Admit Dialog box. (Note: The Pedz Tag does not support Baby Sense)

2. Using a Hugs tag for testing, remove the Hugs tag from around the fingers; and after a few seconds (depending on your hospital's settings), a Check Tag Tightness Alert will appear in the event area of the screen. Reapply the tag snugly to the fingers, and the alert should automatically reset in a few seconds.

    a. Remove the tag from around the fingers, and wait several minutes. The Tag Tightness Alert will appear after a few seconds (depending on your hospital's settings); and after a few minutes, a Tag Loose Alarm will appear. Reapply the tag snugly to the fingers and enter an Alarm Note by selecting "Testing System" from the alarm notes drop down menu. Clear the Alarm by clicking the "Clear" button

    NOTE: It is suggested that the BabySense feature for the Test tag be disabled after this test is done so as not to cause any additional alarms during the balance of the testing procedure. This is done by reapplying the tag around the fingers so the tag is not in an alarm situation, then clicking on the purple hand in front of the test tag, selecting "Disable Baby Sense". When the tag is discharged, the BabySense feature is automatically enabled again for that tag. (Note: The tag will be highlighted in light blue when BabySense is disabled.)

3. Take the Tag to each of the exit points, and test the Exits per the System Testing Spreadsheet. Verify that each function operates as the Testing Spreadsheet indicates; verify there is an indication, audible and visual, from the PC workstation and that the overhead audio/Visual indicators are flashing and sounding a tone during an alarm. Enter an Alarm Note by selecting "Testing System" from the alarm notes drop down menu. Clear the alarm; the overhead audio/visual indicators will stop.

    NOTE: The overhead audible indicators may be disabled during the testing process to minimize the noise in the department. This can be done by someone with Administrative permissions on the system and should only be done by someone who has previously reviewed this procedure with IMS technical personnel. It is highly recommended this be reviewed with IMS personnel before doing it the first time. REMEMBER TO ENABLE THAT IO CHANNEL WHEN FINISHED WITH THE TESTING.

4. Cause a Tag Tamper Alarm by cutting the strap or pulling on the strap if using a Hugs Tag, or by using the Tag removal Key to remove one side of the band on a Pedz Tag (DO NOT CUT THE PEDZ TAG BAND AS IT IS DIFFICULT TO REMOVE THE CUT PIECES FROM THE TAG). Verify that you get a Tamper alarm indication, audible and visual, from the PC workstation. Verify the overhead audio/Visual indicators are flashing and sounding a tone. Enter an Alarm Note by selecting "Testing System" from the alarm notes drop down menu. Clear the alarm; the overhead audio/visual indicators will stop.

5. Document all information on the Pedz System Testing Spreadsheet, and store in the _____ Department.