

TITLE	Processing Positive Airway Pressure (PAP) Equipment Repairs
TODAY'S DATE	May 13, 2020
SECTION	<input type="checkbox"/> Organization Wide <input type="checkbox"/> Emergency Department <input type="checkbox"/> Inpatient <input checked="" type="checkbox"/> Ambulatory <input type="checkbox"/> Nursing <input type="checkbox"/> Medical staff [physicians and advance care practitioners]

APPLICABLE LOCATIONS	<input type="checkbox"/> All Bozeman Health locations <input checked="" type="checkbox"/> Bozeman Health Deaconess Hospital <input type="checkbox"/> Big Sky Medical Center	<input type="checkbox"/> Belgrade Clinic + UrgentCare <input type="checkbox"/> Hillcrest Senior Living <input type="checkbox"/> b2 UrgentCare <input type="checkbox"/> b2 MicroCare
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APPROVED BY	Incident Command
APPROVAL DATE	May 13, 2020

PURPOSE:

To provide a safe process for receiving, analyzing, and dealing with malfunctioning PAP equipment.

POLICY/PROTOCOL:
Return of equipment:

1. Patients with concerns regarding functionality of PAP devices will be scheduled for an appointment with one of the Home Oxygen techs. Equipment will not be accepted on a walk in basis.
2. Patients will be instructed when scheduling an appointment to:
 - Return PAP equipment to the hospital in the devices regular case.
 - The device in its case is then to be enclosed in a trash bag for return to the hospital.
3. Patients will be met at the door and equipment received by a tech or therapist wearing gloves and a mask. Patients will also be required to wear a mask and will be directly roomed by the tech or therapist.

Equipment inspection:

1. The Home oxygen therapist/technician will inspect PAP equipment in the dirty equipment area while wearing PPE.
 - Remove the patients PAP hose if still attached and return it to the case.
 - Wipe the unit down thoroughly with bleach wipes.
2. Pressure on the machine may be checked by utilizing a Hudson RCI Bacterial/Viral filter on the PAP machine prior to the digital manometer. Note the patient's own tubing must be removed from the machine and not used in this process.
3. Once the Bacterial/Viral filter is in place the PAP machine may be safely turned on and operation checked.
4. If the tech or therapist feel it is necessary to assess the machines function while connected to the patient this may only be done utilizing a negative pressure room. (Refer to Diagnostic Sleep Center and Home Oxygen Reopening in regards to process and necessary PPE required for aerosol generating procedures).



5. After PAP inspection the equipment should be re-packaged in the carrying case and plastic bag for return to the patient or sending out for repair.

NOTES:

OTHER POLICIES/PROTOCOLS TO REFERENCE:

Diagnostic Sleep Center and Home Oxygen Reopening

[Retrieving Patient Equipment](#)

SCOPE:

We anticipate these adjustment to be temporary and reserve the right to revise or discontinue these adjustments with or without notice depending on the current understanding and/or business needs of Bozeman Health relating to COVID-19.