



Joint Task Force National Capital Region Medical **DIRECTIVE**

NUMBER 4151.01

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J-4

SUBJECT: Medical Equipment Management

- References:
- (a) JTF CAPMED-D 5108.01, "Finance and Logistics Decision Making Committee Charter," June 22, 2010
 - (b) Health Affairs Policy 98-013, "Policy for Regional Tri-Service Medical Logistics Support Program," January 23, 1998
 - (c) Joint Task Force Capital Region Medical Directive-Type Memo-09-001, "Guidance for Promulgation, Development and Dissemination of Written Communication," September 20, 2009
 - (d) Deputy Secretary Defense Approved Action Memo, "Civilian and Military Personnel Management Structures for the Joint Task Force National Capital Region Medical (JTF-CapMed)," January 15, 2009
 - (e) The Food and Drug Administration (FDA), Safe Medical Device Act, 1990
 - (f) The Joint Commission, "Hospital Accreditation Standards," 2009

1. **PURPOSE.** This Directive, in accordance with the authority in Reference (a), establishes policy and, with the guidance in Reference (b), describes the process for requirements and maintenance of medical equipment management including medical acquisition, storage, handling, distribution, maintenance, and disposition of materiel, construction, maintenance and operation of facilities, servicing, repairing and disposal of equipment, medical systems integration, and acquisition of furnishing and support services among other requirements.

a. Establishes the policy to provide Joint Health Service Logistic Support (HSLS) within the Joint Task Force National Capital Region Medical (JTF CapMed) Joint Operations Area (JOA) over all joint organizational entities and commands in accordance with Reference (c) and Reference (d).

b. In accordance with the references cited above provides Joint HSLS within the Joint Medical Treatment Facilities (MTFs) and Centers. Joint HSLS provides the specialized products and services required to support all provisions of medical support in the Joint MTFs and Centers. The importance of medical logistics cannot be overstated, and Joint HSLS is an integral part of health care management that is critical to the delivery of health care across the full spectrum of military operations in the JOA by the Joint MTFs and Centers.

2. APPLICABILITY. This Directive applies to JTF CapMed and all Joint MTFs and Centers in the National Capital Region (i.e., Fort Belvoir Community Hospital, Walter Reed National Military Medical Center, and the Joint Pathology Center).

3. DEFINITIONS. Medical Systems. A network of medical and/or non-medical equipment or equipment system(s) integrated for delivery of patient care that are managed by a cross-functional group including clinicians, medical logisticians, facilities, and information technology specialists. Medical systems typically consist of two or more individual items (components) working in concert, and may be considered incomplete or unusable in the absence of any one of its component items.

4. POLICY. It is JTF CapMed policy that:

a. Equipment management programs for JTF CapMed equipment shall be structured and managed to achieve and maintain inherent performance, safety, and reliability levels of the materiel. In addition, programs are structured for meeting readiness and sustainability objectives (including mobilization and surge capabilities) as well as performance standards that meet requirements set by accrediting and regulatory bodies including the Joint Commission College of American Pathologists, and the Food and Drug Administration. Equipment Management Programs shall:

(1) Employ maintenance concepts that optimize process technologies, organizational structures and operating concepts to deliver efficient and effective performance of medical equipment.

(2) Be clearly linked to JTF strategic and contingency planning.

(3) Be designed for minimizing the total life-cycle cost of ownership.

(4) Adopt business practices and quality management processes to continuously improve maintenance operations and achieve cost efficiencies, and realize process cycle time reduction.

(5) Invest in the utilization of new technologies to improve the reliability, maintainability, and supportability of JTF CapMed equipment, including the cost, schedule effectiveness, and quality of maintenance tasks and processes.

(6) Employ the full spectrum of maintenance support structures available to sustain equipment and equipment systems, including organic or unique military capabilities, performance-based logistics arrangements, commercial sector support, or partnering with other activities within the JOA as applicable.

(7) Take steps to minimize and prevent Environmental, Safety, and Occupational Health hazards in maintenance activities and equipment use. Design of maintenance tasks and processes

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shall give consideration to environmental and human factors to allow for safe, efficient, and effective task accomplishment. Other steps should include, but not limited to: monitoring and reporting medical equipment hazards, recalls, and incidents resulting in injury or death to appropriate authorities in accordance with the FDA Safe Medical Devices Act (SMDA) (Reference (e)).

(8) Structure maintenance programs to comply with standards as set forth by the Joint Commission under Environment of Care standards EC.02.04.01, EC.02.04.03 (Reference (f)) and any other applicable DoD regulations.

(9) Comply with periodic and as-required reporting requirements set by JTF CapMed J4.

b. Initial maintenance programs shall:

(1) Be developed concurrently with equipment acceptance, beginning with an analysis of failure modes and effects. The programs shall consist of applicable and effective tasks for addressing failure modes and effects that incorporates manufacturer recommendations and addresses equipment criticality along with prior equipment experience. Maintenance tasks will be aligned to the appropriate levels of maintenance (i.e., MTF and Original Equipment Manufacturer (OEM)) based on criteria derived from customer requirements and cost-effectiveness analysis.

(2) Incorporate sustainment procedures interfacing effectively with JTF CapMed J4 Logistics processes for equipment and equipment systems that shall be maintained by the OEM or other maintenance providers through maintenance contracts.

(3) Minimize requirements for support equipment including test, measurement, and diagnostic equipment. Maintenance programs shall provide the organic maintenance workforce with the range of tools necessary to enhance capabilities (e.g., interactive technical manuals, portable maintenance aids, and access to technical information), to properly equip the workforce, and to provide adequate technical and managerial training.

(4) Apply Life Cycle Management techniques using data available in Defense Medical Logistic Standard Support (DMLSS) and other support applications programs to effectively manage populations of select items throughout their life cycle.

c. Throughout the life cycle of medical equipment, maintenance processes shall be adjusted periodically to improve maintenance agility, increase operational availability, and reduce life-cycle total ownership costs. In addition:

(1) Equipment management programs within the JOA shall facilitate, collect, and analyze maintenance-related reliability data. The programs shall include sufficient analytic capability for identifying needed adjustments based on operating experience, materiel condition, and requirements for reliability, maintainability, and supportability modifications, and changes to training curriculums or delivery methods. The programs shall also establish and evaluate

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performance metrics that promote continuous improvement in maintenance, and ensuring responsiveness.

(2) The JTF CapMed Joint Commands and Centers shall periodically review maintenance workloads to identify opportunities for consolidation, regionalization, public-private partnerships, or other types of integrated support arrangements that may yield significant economies of operation while sustaining or improving responsiveness.

d. JTF CapMed Joint Commands' and Centers' maintenance operations shall be supported by robust, effective management information at all levels. DMLSS shall provide a basis for scheduling, production control, financial management, assessment of personnel and materiel performance, and quality assurance.

e. Equipment management functional areas within the Joint MTFs and Centers are required to perform an annual evaluation of their programs to identify effectiveness of processes and procedures implemented over the course of the calendar year. The processes and procedures evaluated should include but not limited to selection and acquiring of medical equipment, identification and inventory, inspection and maintenance strategies, monitoring and acting on equipment hazards, notices and recalls of medical equipment as well as SMDA monitoring and reporting. Acceptable outcome should include detailed analysis using both qualitative and quantitative data accumulated during this period. Metrics used in the evaluation process shall be based on accrediting standards such as Reference (f) and other applicable standards. Information presented as part of this annual evaluation should succinctly address successes, challenges, and recommendations for improvement of program processes where processes are required and are approved by the MTF's or Center's Director of Logistics, and forwarded to the JTF CapMed J4 equipment manager.

5. RESPONSIBILITIES

a. JTF CapMed J4. The JTF CapMed J4 shall monitor compliance with this Directive and shall:

(1) Review the adequacy of JTF CapMed Component equipment maintenance/management programs and resources.

(2) Review, approve, and consolidate reports submitted by the JTF CapMed Components as appropriate.

b. Commanders of Joint MTFs and Directors of Centers. The Commanders of Joint MTFs and Directors of Centers shall:

(1) Establish and sustain effective and responsive medical maintenance programs for assigned equipment.

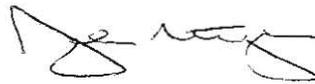
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(2) Program and budget for necessary resources to administer effective medical equipment management programs.

(3) Provide a range of equipment management related reports as directed by JTF CapMed J4.

6. RELEASABILITY. UNLIMITED. This Directive is approved for public release and is available on the Internet from the JTF CapMed Web Site at: www.capmed.mil.

7. EFFECTIVE DATE. This Directive is effective immediately.



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