HTM Program Checklist

What have we accomplished? Where are we headed?

HTM Program Level 1: Fundamental

- Maintains most general biomedical equipment in the organization
- Has a current, written medical equipment management plan (MEMP)
- Has a CMMS-based equipment control program
- Has written procedures for safety testing, functional testing, and preventive maintenance
- Has written schedules for inspecting and maintaining medical equipment
- Has a process for regular calibration of test equipment
- Has personnel with appropriate education, experience, credentials, and values
- Has job descriptions and job titles that conform to professional standards
- Is regularly included in the process for planning medical equipment
- Is part of the EOC Committee and participates in the MEMP annual evaluation

HTM Program Level 2: Established

- Maintains or manages all medical technology for the organization
- Has access to engineering-level support from a qualified clinical engineer
- Is a distinct organizational entity with a dedicated manager and a separate budget
- Calculates the Cost of Service Ratio (COSR) performance metric
- Supports certification and at least one-third of its technical staff beyond entry-level are certified
- Has a budgeted continuing education program
- Supports participation in regional or national professional associations
- Is involved in capital equipment planning and equipment replacement planning
- Does internal benchmarking, monitoring multiple metrics over time
- Has collaborative relationships with Information Technology (IT)

HTM Program Level 3: Advanced

- Manages all HTM-related costs for the organization
- Operates like a business and makes cost-effective long-term business decisions
- Has a CMMS with extensive analytical and technology management features
- Collaborates on the selection of all medical device-related technologies
- Integrates RM and QA methodologies into HTM
- Has a qualified clinical engineer on staff
- Provides leadership in CE-IT convergence issues for the organization
- Benchmarks externally, identifies best practices, and improves performance
- Is an active contributor to key technical and management groups in the organization
- Provides leadership in national and regional professional associations

*Note: These are select responsibilities from the HTM Level Guide. For the complete list, please refer to the guide.*