

**MGH Biomedical Engineering
Monitor Default Setting QA Process
April 2010**

Default Setting / Verification Event ^{1,2}	Implementation Process	Completed by	QA Check	QA Done by ³	Documentation and Storage
New System Installation ⁴	First time setting: pre-install/go-live default settings determined	PCS unit leadership (with vendor trainer and BME CE project lead)	Non-standard settings reviewed (ACN/PCS Exec Ops Approval needed)	QSM or CE	Settings documented on paper default worksheet by CE
	Handoff to paper document to BME CE, accuracy verified	CNS -> CE	Documented worksheet vs. decisions	QSM or CE	Paper document filed/scanned
	Settings on paper worksheet -> entry into BME default document	CE	BME default document vs. paper worksheet	QSM or Resource BMET	Electronic document stored in BME (archive on L drive for old settings)
	Default document printout -> entry into initial monitor (bedside or central)	CE or Resource BMET	Initial monitor settings (printout) vs. default document	CE or Resource BMET	Printout from initial monitor scanned, stored on BME clinical website
	Initial monitor -> copy over network to other monitors (central or bedside)	CE or Resource/Project BMET	Verify accurate copy on minimum 10% of bedside monitors (100% of centrals): view on screen vs. printout from initial monitor	CE or Resource/Project BMET	Scan Final sign-off (dated) - completion of QA checklist, copies to Nursing unit leadership and BME

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Annual Surveillance Rounds	Annual review of defaults during Surveillance Rounds: random verification of defaults, documentation provided	Clinical leadership with BME Surv Rounds rep	BME default document (or scanned printout on file) vs. randomly selected monitors or central on unit	BME Surv Rounds rep	Include with Surveillance Report Documentation
Software/Hardware Upgrade	Review upgrade details, test load, then review defaults in test monitor, identify any changes in the default profile	CE or Project BMET	Verify test monitor defaults vs. BME default document (or scanned printout on file)	QSM or CE	Project work order
Annual SM of monitor/central	Default verification	Resource BMET	Review of monitor settings (printout) vs. BME default document (or scanned printout on file)	Resource BMET	Service work Order
Repair of monitor/central	Default verification	Resource BMET	Review of monitor settings (printout) vs. BME default document (or scanned printout on file)	Resource BMET	Service work Order
New or Loaner install/replacement	Default setting: copy from existing monitor on unit if networked, or manual entry from BME default document on file if not networked	Call BMET or Resp Charge Therapist with BMET support	Monitor settings (printout) vs. BME default document (or scanned printout on file)	Resource BMET or Team Lead	Service work Order
Device move/relocation	Default setting: copy from existing monitor on unit if networked, or manual entry from BME default document on file if not networked	Call BMET or Resource BMET	Monitor settings (printout) vs. BME default document (or scanned printout on file)	Resource BMET or Team Lead	Service Work Order

- NOTES:
- ¹Must set and verify all profiles in monitor (e.g., GE bedside has five profiles - Pedi units have multiple profiles, Single profile monitors (Adult): all five profiles must be set the same.
 - ²Must include additional unit settings outside default profiles (e.g. Graph location, MUSE site & location)
 - ³Must be someone other than the Completed By individual
 - ⁴May enter settings directly into initial monitor then verify printout and scan into computer for electronic documentation in lieu of steps 3 and 4; QA checks still apply.