

PROCEDURE: Tube Feed Pump – Equipment Management

Program Area: Support Services

Section: Physical Plant

Reference Number: ORG.1913.PR.001

Approved by: Regional Lead – Corporate Services and Chief Financial Officer

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PURPOSE:

To standardize the process for managing the equipment – Tube Feed (TF) Pumps throughout the region. To keep TF Pumps calibrated, readily available and to create a more efficient process for transferring and tracking TF Pumps.

DEFINITIONS:

Biomedical Regional Service Program (BioMed) – provides maintenance and repair to most of the Medical equipment used in Southern Health-Santé Sud, with a few exceptions.

CMMS– computerized maintenance management system used to track all equipment in Southern Health Santé Sud.

Tube Feed (TF) Pump – also known as enteral feeding pump. Used for feeding clients through a tubing set.

Regional Centres – Bethesda Regional Health Centre, Boundary Trails Health Centre and Portage District General Hospital

IMPORTANT POINTS TO CONSIDER:

- TF Pumps are on contract and loaned.
- TF Pumps are not included in the BioMed service contract.
- For repair and maintenance of the TF Pumps, submit a work order request through CMMS. The Maintenance Technician will send the tube feed pump directly to the vendor.
- All TF Pumps have an asset tag number to track them.
- TF Pumps are stored at a central storage area in each of the Regional Centres and 7 Acute Community Hospitals (see table 1 and 2 below).
- Compatible tubing sets are required for the TF Pump to function. Refer to CLI.4110.PL.023.SD.01 Regional Order Guide – Tube Feed Supplies for Enteral Nutrition.
- If the region requires more TF Pumps than what are available in the region, contact the Manager – Logistics and Supply Chain Management and Manager – Nutrition and Food Services.

TABLE 1: CENTRAL STORAGE OF TUBE FEED PUMPS IN REGIONAL CENTRES

Boundary Trails Health Centre <i>(5 Tube Feed Pumps)</i>	Portage District General Hospital <i>(5 Tube Feed Pumps)</i>	Bethesda Regional Health Centre <i>(5 Tube Feed Pumps)</i>
Electrical Alley on Medical	Dietitian Office Room 223 ACC	G08 - OR Surgical Supplies Storage
Boyne Lodge Eden Mental Health Centre Emerson Hospital Lorne Memorial Hospital Pembina Manitou Health Centre Prairie View Lodge Red River Valley Lodge Rock Lake Personal Care Home Salem Home Tabor Senior Citizens Home Inc.	Douglas Campbell Lodge Gladstone Health Centre Lions Prairie Manor MacGregor Health Centre St. Claude Health Centre Third Crossing Manor	Heritage Life Personal Care Home Menno Home for the Aged Rest Haven Nursing Home Villa Youville Vita & District Health Centre

TABLE 2: CENTRAL STORAGE OF TUBE FEED PUMPS IN 7 ACUTE COMMUNITY HOSPITALS

Acute Community Hospitals <i>(7 Tube Feed Pumps)</i>	Central Storage Area at the Site
Altona Community Memorial Health Centre	Clean Service Room
Carman Memorial Hospital	Medication Room
Centre-Médico-social DeSalaberry District Health Centre	Clean Utility
Hôpital Ste. Anne Hospital	Storage Closet with IV pumps
Morris General Hospital	Storage Closet with IV pumps
Notre Dame Health Centre	Equipment Room with IV pumps
Rock Lake Health District	Storage Closet with IV pumps

TABLE 3: CONTACT INFORMATION

	Boundary Trails Health Centre	Portage District General Hospital	Bethesda Regional Health Centre
Logistics & Supply Chain Management	204-331-8980 Stores- btch@southernhealth.ca	204-239-2336 Stores- pdgh@southernhealth.ca	204-346-5154 SteinbachDC@southernhealth.ca
Nutrition and Food Services	Diet Clerk – 204-331-8904 nfsbtch@southernhealth.ca	204-239-2208 nfspdgh@southernhealth.ca	Diet Clerk 204-326-6411 extension 2108 nfsbrhc@southernhealth.ca
Regional Centre Dietitian	204-331-8964	204-239-2234	204-326-6411 ext. 2093

PROCEDURE:

In house tube feed pump use

1. Obtain the TF pump from the designated central storage room (see table 1 and 2 above).
2. Initial the ORG.1913.PR.001.FORM.001 Contracted Tube Feed Pump Sign-In/Sign-Out Form when the pump is required for use and removed from the storage area.
3. Once the pump is no longer in use, return the pump to central storage room and initial the Contracted Tube Feed Pump Sign-In/Sign-Out Form indicating the pump has been returned.

Transferring the Tube Feed Pump to an Acute Community Hospital or PCH that does not have a TF Pump

Occasionally, facilities may require a TF Pump and need to borrow one from a Regional Centre. Follow the process below when this occurs:

1. Reference Table 1 above to determine which Regional Centre to borrow a TF pump from.
2. When a TF Pump is required, reference the CLI.4110.PL.023.SD.02 Criteria and Checklist for Sites that do not have a Tube Feed Pump.
3. The manager/designate/unit clerk at both the lending and borrowing sites will:
 - Submit a Work Order Request through their site CMMS to track the TF pump at both sites, using the naming convention “Pump-Tube Feed”, i.e. “Pump-Tube Feed – Asset 111-001253”.
4. The employee who removes the TF pump from the central storage area will:
 - Initial the Contracted Tube Feed Pump Sign-In/Sign-Out Form.
 - Remove it from the central storage area.
 - Take it to Physical Plant Services (PPS).
5. PPS will:
 - Document and keep record of the TF Pump on the Equipment Loaner Log and CMMS.
 - Take the TF Pump to Logistics and Supply Chain Management (LSCM) to send to the borrowing site.
6. LSCM from the lending site will:
 - Arrange to transfer the TF pump to the facility that requires it.
 - Package, label and deliver the TF Pump through the Regional Courier.
7. When the borrowing site receives the TF pump, the employee will take it to PPS at their site.
8. PPS at the borrowing site will:
 - Document and record it in the CMMS.
 - Take it to the unit requiring the TF Pump.
9. When the borrowing site is done using the TF Pump:
 - The CRN/Site Manager/Designate will submit a Work Order Request through their site CMMS.
 - Take the TF pump to PPS at the site.
10. PPS at the borrowing site will:
 - Document in the CMMS.
 - Take the pump to Logistics and Supply Chain.
11. Logistics and Supply Chain at the borrowing site will:
 - Return the TF Pump to the PPS at the lending site.

12. PPS at the lending site will:

- Document the TF pump was received in the CMMS and return the TF pump to its central storage area.
- Initial the Contracted Tube Feed Pump Sign-In/Sign-Out Form indicating the pump has been returned.

EQUIPMENT/SUPPLIES:

Compatible Tubing sets are required for the TF Pump to work. Connect with Logistics and Supply Chain Management and refer to CLI.4110.PL.023.SD.01 Regional Order Guide – Tube Feeding Supplies for Enteral Nutrition.

SUPPORTING DOCUMENTS:

[ORG.1913.PR.001.FORM.01](#) Contracted Tube Feed Pump Sign-In/Sign-Out Form

REFERENCES:

ORG.1913.PL.001 Preventative Maintenance on Equipment

CLI.4110.PL.023 Adult Enteral Nutrition – Acute and Personal Care Home (PCH) Clients

CLI.4110.PL.023.SD.01 Regional Order Guide – Tube Feeding Supplies for Enteral Nutrition

CLI.4110.PL.023.SD.02 Criteria and Checklist for Sites that do not have a Tube Feed Pump

[Logistics and Supply Chain Management Item Catalogue](#)

Self-Leaning module: [Tube Feed Pump Equipment Mgmt | Virtual - SH-SS StaffNET](#)

Video: [Tube Feed Pump Equipment Management.mp4](#)