

 Saskatchewan Health Authority	Title:	Protocols for Signing Out Quantitative Machines & Qualitative Kits	
	Role performing Activity:	Fit Tester	
<h1>WORK STANDARD</h1>	Location:	SHA	Department/Unit:
			Quality & Safety
	Document Owner	Date Prepared:	
	Quality & Safety	19-Oct-2021	
Last Revision:	Date Approved:		
28-Oct-2021	22-Oct-2021		
Related Policies/Documentation:			

Work Standard Summary: Outlines the processes and requirements for logistics and use of SHA owned quantitative machines: Porta Counts and AccuFIT's.

Essential Tasks:	
1.	Quantitative machines and qualitative kits and additional parts (i.e. grommets, adapters, push nuts, alcohol, and humidifiers) should remain together at all times and all parts should be kept in their required locations.
2.	Case containing the quantitative machine or qualitative fit testing kit must remain in a secure location, if in public building, i.e. hospital or nursing home, must be in a locked room. You can carry case by the handle but please store case horizontally. <ul style="list-style-type: none"> • <i>Note: Ensure case is never kept in a location where it would reach extreme heat or cold, i.e. in a car.</i>
3.	All quantitative machines home base is with the local/closest OHS office.
4.	The quantitative machines require a sign in/sign out mechanism with local/closest OHS office.
5.	When quantitative machine is returned to home site an item inventory must be completed and dated. It is local OHS responsibility to ensure kits are properly stocked for next use.
6.	When items for the Quantitative Kits are low such as alcohol or push nuts, please contact local OHS as soon as possible.

Supplies:

- Quantitative Machine and Parts
- Qualitative Fit Testing Kits