

Staff Training on Equipment Use Policy

1. Policy Title

Staff Training on Equipment Use Policy

2. Purpose

This policy specifies the training and competency requirements for staff to use medical equipment safely and effectively. It aligns with criteria CG11 – Practice equipment and F4 – Induction, training and supporting performance of the RACGP Standards for general practices (6th edition).

3. Scope

This policy applies to all staff who operate, clean, or maintain medical equipment at [Practice Name].

4. Definitions

- Medical equipment: Any instrument, apparatus, or appliance (including its software) intended for diagnosis, prevention, monitoring, treatment, or alleviation of disease or injury.
- Competency: The demonstrated ability to perform a task safely and effectively.
- Refresher training: Periodic training that reinforces skills and updates on changes.

5. Principles

- Only staff assessed as competent operate equipment independently.
- Training is role-specific and incorporates manufacturer instructions.
- Training is repeated at intervals appropriate to the equipment's complexity and criticality.
- Training and competency records are maintained and audit-ready.

6. Training Requirements

- Initial training: all new staff, or staff taking on new duties, complete training on all equipment they will use before independent operation.

- Manufacturer guidelines: training incorporates manufacturer instructions for use, safety warnings, and operating procedures.
- Role-specific training: tailored to each staff member's role — e.g., clinical staff on diagnostic, treatment, sterilisation, and emergency equipment; administrative staff on office equipment.
- New equipment training: when new equipment is introduced, all relevant staff are trained before it enters clinical use.
- Refresher training: provided regularly and when equipment, procedures, or risks change.
- Emergency equipment training: all relevant staff complete annual BLS and AED training (see Staff Training in Emergency Procedures Policy).

7. Competency Assessment

- Training includes a practical component where staff demonstrate safe, correct use of the equipment.
- New staff or staff learning new equipment undergo supervised practice until deemed competent by a qualified assessor.
- Competency is reassessed periodically and after incidents or near misses.
- Identified gaps are addressed through targeted re-training.

8. Roles and Responsibilities

Practice Manager / Lead Nurse:

- Maintain the equipment training matrix and schedule.
- Coordinate training delivery and competency assessment.

All staff:

- Complete required training before independent use.
- Report equipment faults and training needs promptly.

9. Monitoring, Audit, and Review

- Annual audit of the equipment training matrix against staff roles and equipment in use.
- Review of equipment-related incidents and near misses for training implications.
- Annual review of this policy.

10. Documentation and Record Keeping

The practice maintains, for each staff member:

- Training records: date, equipment, type of training (initial, refresher, new equipment), trainer, duration, and competency outcome.
- Competency assessment records.
- Records of equipment-related incidents and resulting re-training.

11. References

- The Royal Australian College of General Practitioners. Standards for general practices (6th edition). East Melbourne, Vic: RACGP; published 26 August 2026. Available at: <https://www.racgp.org.au/running-a-practice/practice-standards/standards-6th-edition>
 - AS/NZS 3551:2012 Technical management programs for medical devices.
 - Therapeutic Goods Administration. Medical devices. Available at: <https://www.tga.gov.au>
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Version Control

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