



Swedish Covenant Hospital

Department 03 Material Management
Cost Center 955 Purchasing
Policy 10 Product and Equipment Recall

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POLICY

All product and equipment recall notices (i.e.: manufacturer or government) are directed to the Purchasing Department for distribution to departments affected.

PROCEDURE

1. Immediately upon receipt, the Purchasing Department date stamps and copies the manufacturers/government recall notice and forwards the copy to the manager of affected departments with a Swedish Covenant Hospital *Notice of Recall Memo* (see Attachment A).
2. Purchasing calls departments in situations where the recall affects the integrity of the product and deems it unsafe for use and/or compromises patient care.
3. The Purchasing Department retains the original notice and a copy of the recall memo.
4. Departments receiving the notice of recall must respond immediately by searching their area for the specified product or equipment.
 - a. If product or equipment is found, the department immediately sequesters the product from further use.
 - b. The department completes the *Notice of Recall Memo* and delivers it to the Purchasing Department with the affected product.
 - c. If product is not found in the area, the department returns the *Notice of Recall Memo* to Purchasing indicating such.
5. The Purchasing Department follows-up with departments that have not responded within 24 hours of the notice being sent. In critical situations, Purchasing contacts departments within 2 hours.
6. If equipment used in a clinical setting is recalled, a copy of the notice and memo is sent to Clinical Engineering for follow-up.
7. The Purchasing Department coordinates the return of affected products or equipment as directed by the recall notice.
8. Purchasing responds to the manufacturer or government agency regarding the respective recall.