OFFICE SYMBOL DATE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Product Notices and Recall Policy

1. PURPOSE. This memorandum establishes policy and procedures for responding to manufacturer recalls and hazard notices.

2. POLICY. Products and equipment that have been recalled by a vendor (distributor, manufacturer, or supplier) or cited for a potential hazard may pose a significant health and safety risk to patients, visitors, or staff. Immediately after receipt of notification, all recalled or hazardous products and equipment shall be removed from or placed out of service until repaired or properly disposed.

2. RESPONSIBILITY. The Quality Manager and/or Safety Manager shall be responsible for implementation, coordination, follow-up, and documentation of this policy.

3. ACTIONS.

 a. Copies of notifications shall be distributed as follows:

 1. Medical Equipment – Chief, Medical Maintenance

 2. Pharmaceuticals – Chief, Pharmacy

 3. Dietary Recalls – Chief, Nutrition Care

 4. Medical/Surgical Supplies – Chief, Central Services

 5. Engineering Supplies/Facilities Equipment – Facility Manager

 6. Housekeeping Supplies – Chief, Environmental Services

 7. Consumer Products – Safety Manager

 b. Departments receiving notifications shall implement the information provided and submit summaries of all follow-up actions taken to the Environment of Care/Safety Committee for review/action.

4. DOCUMENTATION. The Quality Manager and/or Safety Manager shall maintain a master file of all manufacturer recalls and hazard notices.

5. This policy has been reviewed by the undersigned and will remain in effect until rescinded or superseded.

 Signature Block

DISTRIBUTION: