

IMS competency validation guides are strictly advisory and confer no certifications or warranties. The evaluations are intended to help customers focus on personnel, processes, and equipment that may need attention. These competency guides are based upon original equipment manufacturer information and related professional society standards for practice and are not a substitute for meeting the requirements of accrediting organizations such as JCAHO or manufacturers' recommended practices.



## Insulation Integrity Tester Competency Verification Checklist

INTEGRATED MEDICAL SYSTEMS INTERNATIONAL, INC.

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Employee Name / Title \_\_\_\_\_

Department / Date \_\_\_\_\_

Validator / Title \_\_\_\_\_

SKILLS EVALUATION	COMPLIANT WITH POLICY	NEEDS ASSISTANCE	CORRECTION PLAN	VALIDATOR INITIALS
Insulated instruments tested after each case.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
If testing after ultrasonic cleaning or washing, ensures all instruments are dry prior to testing. Pats dry with lint free towel or air dry. <b>Caution: Wet instruments can cause shock.</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Establishes appropriate work area with appropriate tools. Removes jewelry. Wears scrubs and rubber gloves.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Inspects instrument for physical damage / missing components such as cautery post, handle, etc.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Places tester in clean, dry, insulated work area. Never test wet instruments. If instrument is wet, either let instrument air dry or pat dry with lint free towel.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Plugs tester into 15-20 AMP 60HZ outlet and insert RED probe into tester and twists to ensure good connection.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Turns voltage control completely down.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Turns switch ON and places insulated instrument in instrument holder by inserting cautery post in opening.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Presses HI POT button to begin testing. Ensures voltage meter responds when voltage meter knob is turned.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Sets the voltage meter to approximately 1500 volts or 1.5 on the Kilovolt meter.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Presses button on the HV probe and moves slightly across all areas of the equipment. Does not touch instrument with free hand.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
If activated by a break in insulation, ensures voltage meter is at zero and removes instrument for repair.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Inserts another instrument for testing and presses HI POT to resume testing.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
In the event the instrument passes the HI POT test presses Reset button to turn off the voltage and removes instrument.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Records all information on worksheet.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Identifies and isolates instruments in need of repair.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

**IMPORTANT: To avoid shock NEVER touch instrument while voltage is registering. Always check your meter!**

Employee's Signature \_\_\_\_\_

Validator's Signature \_\_\_\_\_

*Insulation Integrity Tester should be used in conjunction with an overall instrument inspection program. The tester uses electricity to test for insulation breaks. Any improper use or use of the tester without proper training could result in electric shock resulting in injury or death. Please adhere to manufacturer's instructions enclosed with the tester to safely operate the tester. Due to varied handling practices prior to and after proper testing, IMS makes no claim that the instrument will not fail during normal use.*