Starting and Managing a Diagnostic Imaging Capital Asset Management Program

Seminar Length: 4 days
CEUs Awarded: 3

Introduction

Designing, implementing, and managing a Diagnostic Imaging Capital Asset Management program can be extremely difficult. This is primarily due to the complexity of the program and the cooperation necessary from the various departments involved. As a result, many managed care facilities, hospital groups, and service management groups are leaning toward contracted capital asset programs due to time restraints in reducing costs rather than allowing their capital asset program to evolve.

However, hospitals that have implemented fine-tuned Capital Asset Management programs are reaping the fruits of their efforts and are in position or implementing capitated healthcare programs.

This course is designed to provide hospital management, OEM managers, and maintenance providers with the in-depth knowledge necessary to start and manage a diagnostic imaging capital asset management program. It is recommended that the lead people involved in starting and implementing this program attend the same course.

This seminar is specifically designed for

- Radiology Administrators
- Directors of Radiology
- Chief Technologists
- Quality Assurance Managers
- Clinical/Biomedical Engineering Managers
- Lead Service Supervisors/Managers
- OEM Capital Asset Managers
- Third Party Service Providers
- Capital Asset Management Companies

Objectives

- Develop a five-year replacement plan which complements the hospital business plan.
- Use information gathered from the prestudy material to develop the following:
  - · Start-up action plan
  - · Cost benefit analysis
  - · Management audit
  - · Budget
  - · Quality assurance action plan
  - · Technology ownership action plan
- Define the major ten programs within an asset management program

Course Outline

DAY 1

I. Overview of the diagnostic imaging market
II. Define diagnostic imaging capital asset management
  A. Overview of the ten programs that make up a diagnostic imaging capital asset management system
  B. Getting started
    1. Management audit
    2. Equipment audit
    3. Cost benefit analysis
  C. Key elements of capital asset management
  D. Functions and roles of the department heads
III. Components of a diagnostic equipment maintenance program
  A. Preventive and emergency maintenance
  B. Quality control
  C. Projecting annual repair costs
  D. Replacement projections, capital budget, procurement
  E. System performance and compliance
  F. New construction planning
  G. Maintaining and tracking equipment history
  H. Training and development
  I. Behavior patterns before and after starting the program

DAY 2

IV. Planning and developing a 5-year capital replacement plan
  A. How to prepare annual equipment budgets
  B. How to prepare capital replacement plans and budgets
  C. Bid and procurement policies and procedures
  D. Remodeling/new construction
  E. 5-Step process in preparing bid specifications
  F. Analyzing the bidding process
  G. Acceptance testing overview
  H. Process in performing acceptance
    1. Installation
    2. Warranty
    3. Ongoing life cycle
V. Developing an equipment upgrade plan
  A. Acquisition budget
  B. Maintenance budget
VI. Facility requirement
  A. Location and size
  B. Support

DAY 3

VII. Methods of managing diagnostic imaging equipment maintenance
  A. Vendor contracts
  B. Vendor time and material
  C. Insurance companies
  D. Third party service
  E. In-house
  F. Shared services
  G. Selecting the right service providers

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VIII. Analysis of three different hospitals
- A. Analysis of current practices
- B. Analysis of vendor contracts
- C. Review of vendor demand services
- D. Current in-house service practice
- E. Review of asset purchases
- F. Unexpected expenditures

IX. Review of maintenance requirements and selecting the right service plan for each diagnostic imager

X. Organizational model
- A. Proven service models
- B. Cost savings
- C. Roles and responsibilities
- D. Policies and procedures

XI. Key elements of an emerging technology plan
- A. Developing department training plans and implementation
- B. Developing on going information stream
- C. On-site visits
- D. Societies, magazines, etc.
- E. Research and development

XII. Establishing an action plan for effective in-house CAM management
- A. Identifying the type of equipment maintenance required
- B. Identifying organizational chart and staffing
- C. Performing radiological equipment performance audit

XIII. Developing scheduled and nonscheduled maintenance programs
- A. Developing PM schedules
- B. How to analyze department reports, film repeats, equipment utilization
- C. Equipment/tools needs, quality assurance test equipment
- D. How to order vendor parts, second source, etc.

DAY 4

XIV. Integrating the in-house groups into the capital asset management program
- A. Relationships
- B. Response
- C. On call
- D. Overtime
- E. Working hours

XV. Staffing
- A. Selection/interviewing
- B. Technical skills inventory
- C. Training and development
- D. Job descriptions
- E. Salaries
- F. Level of expectation
- G. Percentage of in-house vs. demand vs. contracted
- H. P.A.R.A. theory