

Instructions to Request a Shands Research Equipment Inspection

For UF Research Use of Non-Shands Equipment in Shands Hospital/Clinical Areas

Shands Clinical Engineering and/or Shands Radiology needs to inspect and approve all clinical equipment (e.g. ECG machines, etc.) that will be used in Shands-owned patient care/clinical areas (inpatient and outpatient).

- 1) Navigate to the **Shands Work Order Request** portal using the following link:
<https://ufshands.apps.mainspringhealth.com/SCM>.
- 2) Select **University of Florida** from the **Authentication Method** drop-down menu.

The screenshot shows the Accruent UFS login interface. On the left, the 'accruent' logo is displayed above 'UFS'. Below this is the 'Authentication Method' dropdown menu, currently showing 'University of Florida'. An orange arrow points to this dropdown. Below the dropdown is a blue button labeled 'Log in to ServiceLink' and a link for 'Bookmark Page?'. On the right side, there is a 'News & Information' box containing three items: a help contact number (EBOC at ext. 50465 or 352-265-0465), a link for 'Submitting a Work Order Instructions - Click here', and a warning icon with text stating: 'To login select either UF Health Shands or University of Florida from the drop-down list. Next select Log in to ServiceLink and input your username and password on the next page.'

- 3) Click the [**Log in to Service Link**] button.
- 4) Enter your **Gatorlink Username** and **Password**. Click **LOGIN**.

The screenshot shows the UF Authentication login page. At the top left is the 'UF | Authentication UNIVERSITY of FLORIDA' logo. To the right are links for 'CHANGE PASSWORD' and 'FORGOT PASSWORD'. Below the header is a form with two input fields: 'Username' and 'Password'. The 'Username' field contains the text 'ezettler'. The 'Password' field is masked with ten red dots. Below the password field is a button labeled 'LOGIN'. Two orange arrows point to the 'Username' and 'Password' fields respectively.

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5) **New Users Only** – You will be prompted to verify contact information before you can create work orders. Please enter/verify:

- Facility - UFS
- Department - Select the one that most closely matches your UF Department
- Contact Person
- Contact E-mail
- Contact Phone

DO NOT ENTER ANY PASSWORDS AT THE BOTTOM

The screenshot shows the 'Setup' form in the UFHealth Customer Service Center. The form is titled 'Setup' and contains fields for 'User', 'Facility', 'Department', 'Contact Person', 'Contact E-mail', and 'Contact Phone'. The 'Facility' dropdown is set to 'UFS', 'Department' is '6014-Nursing Operations', 'Contact Person' is 'Edy Zettler', 'Contact E-mail' is 'ezettler@ufl.edu', and 'Contact Phone' is '273-6244'. Below these fields is a 'Password' section with 'Current Password', 'New Password', and 'Repeat New Password' fields. A large red 'X' is placed over the password fields. At the bottom, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a green box. The top right of the page shows 'Session Time', 'Current User: ezettler', and 'Service Center'.

6) Click the **[OK]** button at the bottom.

7) Select **Create** in the blue menu bar.

The screenshot shows the main menu of the UFHealth Customer Service Center. The menu bar is blue and contains 'List', 'My Requests', 'Create', 'MapView', 'Setup', and 'Help'. The 'Create' button is highlighted with an orange arrow. Below the menu bar, there is a 'Submitted Request' section with a 'Change Filter' button and a filter dropdown set to 'Healthcare Shands, 6126-Surgery 75, All Dates'.

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8) Complete the following fields:

- Problem Category – Clinical Engineering
- Problem Sub-Category – Other Problem
- Department – Select the department if it is different from your default
- Building – Select the building the device is in
- Floor – Select the floor the device is on
- Room – Select the room where the device is used or stored
- Contact Person – Change the default if needed
- Contact Phone – Add a phone number for the contact person
- Contact email – Change the default if needed
- Urgency – Select 1 Routine
- Notes – Type in this statement: “Please inspect this research use device”, add description of the device, any other pertinent information.

The screenshot shows the 'Create Request' form in the UF Health Customer Service Center. The form is filled out with the following information:

- Facility: UFS
- Problem Category: Clinical Engineering (Bio Med)
- Problem Sub-Category: Other Problem
- Department: 6311-Surgical Icu
- Building: A01 - SHANDS HOSPITAL
- Floor: 04
- Room: 4550
- Contact Person: Edy Zettler
- Contact Phone: 273-6244
- Contact Email: ezettler@ufl.edu
- Urgency: 1 Routine
- Notes: Please inspect this research device: Sponsor-provided EKG machine.

The form has 'Send' and 'Cancel' buttons at the bottom.

9) Click the **[Send]** button.

*The Clinical Engineering department will complete this request in 5 working days. If you have a question please contact **Clinical Engineering at 352-265-0089** and ask for a **BMET Supervisor**.*

****If you are unable to create/submit a work order, contact the main Clinical Engineering department at 352-265-0089, ask for a BMET supervisor and let them know you need a “Research Equipment Inspection”.***