HTM LEVELS
GUIDE

A program-planning tool for healthcare technology management departments

This is a preview edition of an AAMI document and is intended to allow potential purchasers to evaluate the content of the document before making a purchasing decision.

For a complete copy of this AAMI document, contact AAMI at +1-877-249-8226 or visit www.aami.org.
About This Guide

AAMI developed this guide to help Healthcare Technology Management (HTM) departments maximize the services they provide to healthcare delivery organizations. It is part of a broader effort to standardize and elevate the HTM field.

AAMI (the Association for the Advancement of Medical Instrumentation) is a non-profit organization of nearly 7,000 healthcare technology professionals united by one important mission—supporting the healthcare community in the development, management, and use of safe and effective technology. AAMI's Technology Management Council (TMC) launched the effort in 2013 and commissioned a team of HTM experts that included Matt Baretich (Baretich Engineering), Frank Painter (University of Connecticut), and Ted Cohen (UC-Davis Medical Center) to carry out the project. The guide underwent extensive peer-review by TMC members and other experts reviewed the document and made recommendations that resulted in this guide.
The three levels of an HTM Department...

**Fundamental**
These programs provide essential technology services and compliance with applicable standards and regulations.

**Progressive**
These programs have moved beyond the basics to provide additional services and focus on cost-effectiveness.

**Advanced**
These programs are on the leading edge, demonstrating the full range of potential for HTM contributions to patient care.
Healthcare Technology Management (HTM) programs are not all alike. Some programs, especially those in smaller healthcare organizations, are intended to provide basic services. Others have the resources to provide additional services with a wider scope. All have the objective of supporting safe and effective healthcare technology for patient care in their organizations.

HTM programs are available in three levels:

- **Fundamental.** These programs provide essential technology services and compliance with applicable standards and regulations.
- **Progressive.** Programs at this level have moved beyond the basics to provide additional services and focus on cost-effectiveness.
- **Advanced.** These programs are on the leading edge, demonstrating the full range of potential for HTM contributions to patient care.

Each HTM program level includes a checklist of the key characteristics defining that level. The checklist items address the following issues:

- Program scope
- Regulatory compliance
- Program management
- Equipment maintenance and technology management
- Personnel management and staff development
- Tactical and strategic planning
- Performance monitoring and performance improvement
- Patient and staff safety
- Internal and external relationships

This document can be used to review the checklist items and see which of them have been achieved by your HTM program. That process will enable you to identify the level of your program. You may find, for example, that you have Level 1 under control (except perhaps for that one issue that’s been giving you trouble) and are tackling some Level 2 items. This document is not a standard, formal metric, or a rigid set of steps to follow. It’s a tool to help identify opportunities to expand and improve.

What’s the next logical step for your HTM program? What issues do you need to work on? What opportunities might be worth a discussion with your boss? All of the checklist items in this document are doable and are being done right now by many of our colleagues throughout the HTM profession. References are included to enable retrieval of further information. A poster version has been created to hang on the wall and maintain focus. Go for it!

— The AAMI Team
Matt Baretich, Baretich Engineering
Frank Painter, University of Connecticut
Ted Cohen, UC-Davis Medical Center