

# UNIVERSITY OF TOLEDO

SUBJECT: RENTAL/LOANER/TRIAL/SHORT TERM LEASE EQUIPMENT

Procedure No: ME-08-020

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## PROCEDURE STATEMENT

All rental/loaner/trial/short term lease medical equipment used at the University of Toledo Medical Center or other facilities will be documented by Biomedical Engineering to provide a current inventory as well as ensure the safety of the equipment.

## PURPOSE OF PROCEDURE

To provide an accurate inventory of rental/loaner/trial/short term lease equipment that assures patient and employee safety.

## PROCEDURE

Rental/loaner/trial/short term lease medical equipment is not required to be tested by Biomedical Engineering as long as the supplier can provide a safety checklist upon delivery. If the supplier cannot provide proper safety documentation, Biomedical Engineering will inspect and/or safety test the equipment. Biomedical Engineering will also add rental/loaner/trial/short term lease medical equipment to its equipment database to provide a current, accurate inventory as well as ensure the equipment is inspected and /or safety tested on a regular interval. The Quality Control Check List or Technical Check Out List will be scanned into the Biomed database and attached to the incoming work order. When the device is removed from the facility, Biomed will be notified either by email or a 'pick-up' slip that the unit has been removed. The unit will then be retired from the database.

If there is any question or concern as to the safety or proper operation of the device, the department is responsible for contacting Biomedical Engineering and having them verify the performance and safety of the device(s) prior to any use of the device. If reason for such concern arises during or after the use of the device on a patient, the department shall notify Biomedical Engineering immediately and shall not allow the device to be returned to the supplier until authorized to do so by Biomedical Engineering.

Any rental / loaner medical equipment being used in the Operating Room shall be inspected / safety tested by Biomedical Engineering prior to use. The only exception shall be a medical emergency where immediate use of uninspected equipment is requested by the attending physician. Biomedical Engineering will document equipment information on a work order.

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4/21/21  
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