

# UNIVERSITY OF TOLEDO

SUBJECT: BORROWED MEDICAL EQUIPMENT

Procedure No: ME-08-011

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## PROCEDURE STATEMENT

The procurement of borrowed medical equipment or devices shall follow specific guidelines.

## PURPOSE OF PROCEDURE

To clearly define the protocols for borrowing medical equipment/devices from other healthcare organizations.

## PROCEDURE

Following are the steps necessary to borrow medical equipment/devices:

- Nursing Coordinator or Department Chair authorization.
- Appropriate contact made with personnel authorized to approve equipment loans (lending organization).
- Borrowed Equipment form filled out in its entirety.
- Arrangements made for pick-up/delivery of device(s) through available transport mechanism.
- When equipment is brought into UTMC, appropriate electrical inspections will be performed by Biomedical Engineering and will receive a dated and initialed inspection sticker(See policy ME-08-007).
- When treatment is finished and device has been removed from the patient, the unit will be returned to the lending organization by an available transport mechanism.
- All completed forms will be maintained in the Biomedical Engineering Services Department for a twelve-month period.

Source: UT Safety & Health Committee

Effective Date: 2/28/01

Review/Revision Date:8/13/02

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