

UNIVERSITY OF TOLEDO

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

Procedure No: ME-08-020

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. An RFID tag will also be placed on the device. When the device is removed from the facility, the RFID tag will be removed and 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.

Any department receiving any rental/loaner/trial/short term lease medical equipment from a supplier is responsible to maintain a log of those devices. The log is to include the following information: the name of the supplier, the time and date the device was received from the supplier, the manufacturer, model and serial number of the device, verification that an operator's manual / instructions are included on or with the device, verification of receipt of documentation from the supplier stating the device had been tested as necessary to verify it is currently operating properly and safely, the date and time the device was returned to the supplier. The department is responsible to keep the log current and to maintain all documentation received from suppliers.

Departments using rental/loaner/trial/short term lease equipment are responsible for the documentation that appropriate operator training has been provided and are responsible to verify the device is operating properly and safety prior to initiation of actual use. 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. Biomedical Engineering will document equipment information on a work order.

Review/Revision Date: 4/13/12
3/25/14
4/20/15
2/20/17
6/14/18