LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - SHREVEPORT

LOANING AND BORROWING EQUIPMENT AND/OR SUPPLIES

Purpose:

To delineate the procedure for loaning and/or borrowing supplies.

Policy:

I. LOANS

The loaning of equipment is limited to items needed immediately to ensure patient’s safety and well being, including equipment used directly and indirectly for patient care. Indirect patient care equipment includes items needed to ensure the smooth, uninterrupted operations of the hospital. (The borrower will make arrangements to pick up equipment/supplies.)

A. Equipment

1. Equipment may be loaned within the institution or an approved outside agency with approval of an Administrative House Manager, Department Manager or designee. There is no charge for loaned equipment.

2. Loaned equipment shall be checked prior to delivery to ensure that it has undergone recent inspection by Biomedical Engineering, as evidenced by a current inspection sticker.

3. All returned equipment must be sent to Biomedical Engineering for inspection.

B. Supplies

1. Supplies may be loaned to another hospital but must be replaced with an identical item or an item of equivalent value that is acceptable to the Lender. Custom supplies including those that are assembled by Central Medical Supply cannot be loaned.
2. Supplies may not be loaned internally; they may be transferred internally by completing an Internal Transaction Form to transfer the cost of the supplies from the seller to the buyer.

C. Delivery and return of the equipment or supplies is the responsibility of the Borrower.

D. Documentation

1. All loan transactions are recorded in a log maintained by each department: the inventory number, to whom and by whom the loan was made, and the expected date of return. In addition, an “Equipment/Supply Loan Borrow Record” is to be completed for loans to other hospitals.

2. When equipment and supplies are returned, the date and person receiving the return is indicated in the log. In addition, if an “Equipment/Supply Loan Borrow Record” was completed, the same information is recorded on that form. Assurance of return of equipment and supplies is the responsibility of the Lender.

3. Periodically, the log should be reviewed by the appropriate department manager to ensure that the privilege of borrowing equipment and supplies from LSUHSC is not being abused and that the items are being returned in a timely manner (i.e. within ten days)

III. Equipment and Supplies borrowed by LSUHSC.

A. All borrowed equipment and supplies are recorded in the same log used for recording loans. The log includes the date, a description of the equipment or supplies, from whom and by whom the item was borrowed, and the expected date of return. In addition, an “Equipment/Supply Loan Borrow Record” must be completed for items borrowed from other hospitals.

B. Upon receiving borrowed equipment, a current biomedical inspection sticker should be verified.
C. When the borrowed item is returned, the date and the person returning the item is indicated in the log. In addition, if an “Equipment/Supply Loan Borrow Record” was completed, the same information is recorded on that form.

D. Transport of borrowed equipment/supplies:

1. During the day (8:00 a.m. - 4:00 p.m.) contact Hospital Administration to arrange for transportation of equipment/supplies.

2. After hours, holidays and weekends contact the House Manager who will make transportation arrangements with University Police. If the equipment/supply is very large, House Manager will send a second person to help Security with the transport.

Administrator

5/18/04

Date

Approved by Clinical Board: 4/17/01, 5/18/04
Written: 9/96
Reviewed: 5/98, 3/04
Revised: 3/01, 3/04