

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICIES
EQUIPMENT – BORROWING, LOANING, RENTAL**

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Effective Date: November 1995

Policy No: AD051

Cross Referenced:

Origin: Materials Management

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Authority: Chief Financial Officer

Revised Date:

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SCOPE

All HRMC employees, and physicians

PURPOSE

To establish a provision for obtaining equipment which enables proper functioning of the hospital and/or care of patients.

DEFINITIONS

I. N/A

POLICY

I. Borrowing Equipment within the Hospital

Any unit or department wishing to use equipment from another area is to request permission from the person in charge of the equipment before it is removed. The person borrowing the equipment shall be responsible for returning it to the assigned area as soon as possible and notifying the person in charge of the return. If this equipment is processed by central, it needs to be cleaned and inspected between patients.

II. Borrowing Equipment from Outside the Hospital

Authorization for and arrangements to borrow equipment or supplies from other hospitals or groups must be arranged through Materials Management or the Administrative Coordinator off-hours. If after hours please leave a message for Materials Management at Ext. 6941. Electrical items must be checked by BioMed before use. All equipment should be cleared before being used on the patient in Central. When the borrowed equipment is to be returned, notify Materials Management who will make the necessary arrangements.

III. Loaning Equipment

Hospital equipment may not be used for personal or non-hospital use.

IV. Loaning Equipment to Other Hospitals/Groups

Equipment or supplies may, under certain conditions, be loaned to other hospitals for short periods of time. All such requests are to be directed to Materials Management who will finalize the arrangements.

V. Rental of Equipment

Equipment required for the functioning of the hospital or for patient care may be rented for specific periods of time as needed. Arrangements will be made through Materials Management and must have CFO approval, and rental equipment costs will be billed to the department requesting the rental.