

HACKETTSTOWN REGIONAL MEDICAL CENTER
Administrative Policy and Procedure

SECTION: FACILITIES

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TITLE: AUDIOVISUAL EQUIPMENT

PURPOSE:

To assure that required audiovisual equipment is available for use during meetings, inservice sessions or other programs.

POLICY:

The hospital provides audiovisual equipment for use during meetings, inservice presentations, etc. Items include slide projectors, TV/DVD units, overhead projectors, portable mike/speaker system, flip charts, easels and/or markets.

The Environmental Services Department is responsible for maintaining and storing the hospital's audiovisual equipment. Hospital departments may make reservations for use of this equipment at the time of making room reservations.

Many departments within the hospital and in the medical office buildings have audiovisual equipment. These items belong to those departments and are stored there.

Hospital equipment may be released for use at off-site locations. When this need arises, the equipment must be logged out and recorded by either Environmental Services or by the department loaning the equipment. The item is then to be checked back in at the time of return. The log for general hospital equipment is maintained in the Environmental Services Department. Items loaned by other departments are logged in and out by those departments.

Hospital equipment is not to be released for personal use.