

MAIMONIDES MEDICAL CENTER

CODE: PURCH-003 (Reissued)

DATE: August 18, 2017

ORIGINALLY ISSUED: February 27, 1970

SUBJECT: LOANED, RENTED or TRIALED EQUIPMENT

I. POLICY:

An authorized purchase order must be issued for all loaned, rented or trialed equipment received by the Medical Center. This is to include any equipment and/or electronic devices being tested or trialed by potential users or departments.

II: RESPONSIBILITIES:

- A. The requesting department is responsible for completing a requisition indicating:
 - 1. Full description of equipment.
 - 2. Name of manufacturer and vendor.
 - 3. Estimated cost of equipment.
 - 4. Whether equipment is to be loaned, rented, or test trialed.
 - 5. The period of time equipment is to be loaned, rented or trailed is not to exceed two (2) weeks unless approval is obtained from the Purchasing Department in advance.
 - 6. The justification for the loan, rental or trial.
 - 7. Whether the equipment has been approved by the relevant subcommittee of the Product Utilization Committee.
(Reference Hospital Policy PURCH-7)

- B. The Purchasing Department, upon receipt of a completed properly authorized requisition, is responsible for placing the purchase order. The requesting department is responsible for insuring the return of the equipment in accordance with the dates set forth on the purchase order. The requesting department must notify the Purchasing Department when such returns are made.

- C. The Purchasing Department will ensure that a current certificate of insurance is on file from the vendor, before the equipment is received.

CODE: PURCH-003 (Reissued)
DATE: August 18, 2017
ORIGINALLY ISSUED: February 27, 1970

- D. The Receiving Department, upon receipt of an authorized purchase order from the Purchasing Department, is responsible for receiving equipment and ensuring its' return
- E. It is the responsibility of the Department of Biomedical Engineering to perform an appropriate electrical safety and performance test on all loaned, rented or test trialed equipment that is used in the provision of patient care.
- F. The Purchasing Department is authorized, in the event of an emergency situation, to procure loaned or rented equipment on a short term basis. Examples are emergency medical equipment such as monitors or respirators.

III. PROCEDURES:

- A. The Purchasing Department, upon receipt of an authorized requisition, will issue a purchase order and contact the vendor to arrange for the loan, rental or trialing of the equipment. The requesting department will arrange for the return of the equipment to the vendor consistent with the specified dates on the purchase order.
- B. The Receiving Department will receive or return the equipment as specified on the purchase order.
- C. Emergency orders for loaner or rental equipment, from 5:00 p.m. to 9:00 p.m. on weekdays and all day on weekends, will be coordinated by the requesting department supervisory staff on duty.
- D. Upon receipt of all rented, loaned, or test trialed equipment the Department of Biomedical Engineering will perform electrical safety and performance test on all equipment used in the provision of patient care. In addition, each rented, loaned, or test trialed device will be tagged with an electrical safety sticker and all pertinent information such as make, model and serial number will be placed in the departmental database as a temporary device for tracking purposes. If the loaned, rented or test trialed equipment is approved for a long term stay (over six months), the device will receive a preventive maintenance inspection and will continue to be tracked and inspected for the duration of the rental, loan or trial.

CODE: PURCH-003 (Reissued)
DATE: August 18, 2017
ORIGINALLY ISSUED: February 27, 1970

IV. CONTROLS:

- A. Only appropriately authorized requisitions will be processed. The Receiving Department will not accept loaned, rented or trialed equipment without a valid purchase order or authorization from Purchasing Department Management.
- B. No loaned, rented or test trialed equipment will be used in the provision of patient care without first being appropriately tested by the Department of Biomedical Engineering.
- C. The Medical Centers Internal Auditor and the Purchasing Department will periodically review departmental compliance with the procedures contained in this policy.



Kenneth Gibbs
President & CEO

REFERENCE: Purch-007 (New Product Policy)

INDEX: Equipment, Loaned, Rented or Trialed

ORIGINATION DEPARTMENT: Purchasing

PB/RN/ss