

HIGH DESERT HEALTH SYSTEM AMBULATORY SURGICAL CENTER

SUBJECT: II-140 LOANED/BORROWED INSTRUMENTS AND EQUIPMENT	POLICY #: 1059
	VERSION: 1
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DATE APPROVED: 06/28/2016	

PURPOSE: To ensure that we maintain accurate documentation and accountability for instruments and equipment loaned/borrowed to and from the Ambulatory Surgical Center (ASC) from and to other departments, vendors or facilities.

POLICY: The procedure below is to be followed when loaning and/or borrowing equipment and instruments to and from other facilities, vendors or departments.

PROCEDURE:

1. Instruments and equipment that are borrowed from the ASC for another area, including vendor representatives or facilities, must be entered in the Loaned/Borrowed Book with the signature of the lender and the borrower. The Loaned/Borrowed Book is kept in the ASC Registration Desk.
2. The ASC Nurse Manager or Supervising Nurse and/or the ASC Medical Director (for anesthesia-related equipment) must approve any instruments or equipment to be loaned to and/or borrowed from another area, facility or vendor.
3. Upon return of the instrument/equipment, the operating room staff member (including anesthesia staff, if relevant) must sign in the instrument/equipment in the Loaned/Borrowed Book and notify the ASC Nurse Manager and/or Medical Director of the return.
4. Instruments borrowed from outside and brought into the ASC will be examined, cleaned and sterilized before use, according to the manufacturers written instructions.

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REFERENCE:

The Manual of Operating Room Management
AORN Standards and Recommended Practices

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