



RANCHO LOS AMIGOS
NATIONAL REHABILITATION CENTER

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER Occupational Therapy and Recreation Therapy Department

POLICY AND PROCEDURE

**SUBJECT: EQUIPMENT INVENTORY
AND CONTROL**

**Policy No.: 501
Revised: June 2016
Supersedes: June 2013
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PURPOSE

To account for equipment that is allocated to the Occupational Therapy and Recreation Therapy Department.

POLICY

1. A master inventory list of all Portable Electrical Equipment and, if any, LAC/CAL equipment will be maintained in the department's Equipment Inventory and Control Manual. Materials Management maintains and updates an inventory of Fixed Assets.
2. In the event that equipment is moved from the clinical area to which it was allocated, it is the responsibility of the personnel in that area to initiate an Equipment Location Change Notice form R206 (Attachment A).
3. An inventory will be conducted of all equipment in the department at least annually by designated individual(s).

CATEGORIES OF EQUIPMENT

1. LAC/CAL (Los Angeles County Capital Asset Leasing Corporation Equipment) is equipment that is leased to Rancho Los Amigos National Rehabilitation Center. This equipment is identified by a red tag; item cost exceeds \$5,000.00.
2. Fixed Assets equipment is identified by a white tag. The item cost is greater than \$1,000.00.
3. Portable Electrical Equipment are any electrical items that can be easily carried or moved, especially by hand. They generally have serial numbers. All portable electrical equipment have a white bar code sticker to serve as the basis of control (exception: computers have yellow bar code stickers).

PROCEDURE

1. Annual Inventory of Portable Electrical Equipment:
 - A. The designated individual(s) checks each item listed on the Equipment Inventory for the following:
 1. County, Serial and/or MERS number.
 2. Bar code number (computers will have yellow rather than white bar code stickers).
 3. That the equipment is located where it is listed on the inventory sheet. If not, initiate an Equipment Location Change Notice form R206 (Attachment A).
 - B. Following the inventory, the designated individual(s):
 1. Follow-up on any missing items with the Clinical Manager of the area to which the item was assigned.
 2. Forward copies of the final updated Equipment Inventory to the OT/RT office manager and to the Director.
2. Changes in Equipment Holding in Between Inventories:
 - A. Changes in location of equipment.
 1. Equipment moved from one OT or RT area to another, from an OT or RT location to another department, or from an OT/RT area to storage or salvage must be reported on an Equipment Location Change Notice form R206.
 2. The area that initiates the change in location is responsible for preparing the R206.
 3. Both the releasing and accepting locations will sign and maintain copies of the R206 as well as revise their inventory listing accordingly.
 4. The original copy of the R206 is sent to the inventory control coordinator who updates the equipment inventory and forwards the original to the Materials Management Department.
 - B. Lost or Stolen Equipment.
 1. Immediately report any loss or theft of equipment to Rancho Security and to the clinical manager of the area.
 2. Initiate an Equipment Location Change Notice form R206, leaving the receiving department section blank, and forward it to the OT/RT office with the department copy of the Safety Police report.
 3. The office will update the master inventory for the clinical area.

4. If the stolen equipment had a County or serial number, the OT/RT office will write a gram to Materials Management requesting removal of the equipment from the Medical Center inventory. (The office does not forward the R206 in cases of theft).

C. Equipment New to the Department.

1. Equipment new to Rancho: Materials Management will arrange for an electrical check by Building Crafts before the item is sent to the department.
2. Equipment new to Department:
 - a. If the equipment is new to Rancho,
 - (1) The OT/RT office will notify the Inventory Control Coordinator to obtain a white bar code and affix it to item before it is sent to the treatment area
or
If the equipment is a large item which is delivered directly to the treatment area, the Clinical Manager/Supervisor of the treatment area is responsible for ensuring that the "receiver" form is sent to the OT/RT office. When that is done, a bar code will be issued.
 - (2) The Inventory Control Coordinator will record the bar code on an Equipment Inventory Listing form #38 "2HMMS" (Attachment B) and inform Materials Management.
 - b. If an electrical equipment is received from another department, the Clinical Manager of the receiving area is responsible for:
 - (1) Signing and sending the copy of the Equipment Location Change Notice form to the OT/RT office.
 - (2) Checking that an updated electrical check sticker and bar codes are in place.

D. Equipment Loan to other Sections/Departments:

The treatment area that is loaning the equipment should document the loan on Equipment Portable Items Sign-In/Sign-Out Log form #38 "HMM8-1" (N9-90) (Attachment C) and periodically check the log for items that have not been returned.

Director, Occupational Therapy and Recreation Therapy Department

Signature (S) On File