

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
POLICY & PROCEDURE

NUMBER: 156
VERSION: 1

SUBJECT/TITLE: BORROWING OF EQUIPMENT

POLICY: Loans of equipment to ValleyCare from non-County sources shall be limited to:

1. Replacement of equipment as a result of theft or other emergency situation.
2. Replacement of equipment being serviced.
3. Testing of new medical or office equipment. Such loans shall be made by vendors or manufactures representatives, with the understanding that the Department of Health Services, ValleyCare, and the County have no obligation to purchase the item of equipment or the specific brand being tested.

Any electrical equipment must be UL approved and be electrically safety checked.

Before equipment loaned from non-County sources can be used in the hospital:

1. An “Equipment Loan Agreement” form shall be completed, approved by Hospital Administration and forwarded to Materials Management.
2. Materials Management will prepare a no-charge requisition and forward both documents to Purchasing and Stores, when the equipment is to be loaned by a vendor and there is no “loaner” clause in a contract or agreement that would apply.
3. Purchasing and Stores will return a no-charge purchase order.
4. Requesting department shall obtain electrical safety check from the Facilities Division.

Note: Except for the electric safety check by the Facilities Division, the above guidelines do not apply to equipment borrowed from other County facilities. Materials Management should be notified of the borrowed equipment by gram. Include a description of the equipment will be used and the period of the loan.

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PURPOSE: To define ValleyCare policy on equipment loaned to the hospital.

DEPARTMENTS: All

DEFINITIONS:

PROCEDURE:

References: DHS Policies 810, "Donation or Loan of Equipment" and 811 "Donation or Loan of Supplies"	
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