



Loaning Equipment Procedure

Procedure Number
WCDHB-PG-0049

Version Nos:
4

1. Purpose

This Procedure outlines the process by which the West Coast District Health Board (WCDHB) Units/Wards/ Departments are to loan equipment.

2. Application

This Procedure is to be followed by all staff throughout WCDHB.

3. Definitions

There are no definitions associated with this Procedure.

4. Responsibilities

For the purposes of this Procedure:

all *Unit/Ward/Department Managers* are required to:

- ensure that all equipment loaned from their Unit/Ward/Department is documented
- undertake six(6) monthly audits on loaned equipment.

the *Risk Manager* is required to:

- investigate whether the lost/damage to the loaned equipment is covered by any WCDHB Insurance Policy, and if so, make all the necessary arrangements for a claim.

5. Resources Required

This Procedure requires:

- i) WCDHB Loaning Equipment Agreement Form
- ii) WCDHB Accident/Incident Reporting Form

6. Process

1.00 All WCDHB Unit/Ward/Department Managers are to ensure that any equipment that they are responsible for that is loaned to a patient, their family/whanau/caregiver or outside organisation is documented on a WCDHB Loaning Equipment Agreement Form.

1.01 The WCDHB Loaning Equipment Agreement Form is to stipulate the time frame for the loan, and is to be signed by the Manager (or designate) and the individual to whom the equipment is loaned.

1.02 All incidents of:

- i) loaned equipment being returned damaged; or
- ii) loaned equipment being lost while it is loaned; or
- iii) loaned equipment not being returned.

are to be documented using a WCDHB Accident/Incident Reporting Form.



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- 1.03 The Risk Manager is to investigate whether the lost/damage to the loaned equipment is covered by any WCDHB Insurance Policy, and if so, make all the necessary arrangements for a claim.
- 1.04 Every six (6) months Unit/Ward/Department Managers are to undertake an audit of loaned equipment.

7. Precautions And Considerations

- ➔ All loaned equipment is to be documented using a signed and dated agreement
- ➔ All incidents of loaned equipment being lost/damaged are to be reported
- ➔ An audit of loaned equipment is to be undertaken every six (6) months

8. References

There are no references associated with this Procedure.

9. Related Documents

There are no documents associated with this Procedure

Revision History	Version:	4
	Developed By:	Quality Improvement Co-Ordinator
	Authorised By:	Chief Executive Officer
	Date Authorised:	January 1996
	Date Last Reviewed:	January 2007
	Date Of Next Review:	January 2009