Rental Equipment Procurement

Purpose

To establish a consistent method of procuring rental equipment on an interim basis due to peak needs or special circumstances.

Scope

It is policy of the Department of Respiratory Care Services to provide standards for equipment rental. The Program Manager (or designee) must approve all rentals prior to ordering.

Audience

Respiratory Care Services Team Leaders, Clinical Specialists, and Program Manager.

Procedure

Step	Action
1	During occasions where it is determined that additional equipment is needed to provide patient care, the following steps are to be followed: • The Team Leader and/or Clinical Specialist will determine the type of equipment needed. • The Team Leader will notify the Program Manager (or designee) to approve rental. • The Team Leader will contact the appropriate vendor. • An estimated rental period and price should be noted and forwarded to the Program Manager.
2	Upon delivery the following must occur: • The Team Leader and the rental company representative must sign all documents and copies retained for departmental records. • All electrical equipment <u>must</u> be checked by Clinical Equipment Services (CES) for electrical safety inspection <u>prior</u> to patient use. • All preventive maintenance and repair on the equipment is to be performed by the rental company with documentation provided to the department.
3	Upon discontinuation of equipment rental, all parts must be accounted for and the unit is to be cleaned and reassembled in preparation for return.

Procedure Continued

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Step	Action
4	The Team Leader will contact the vendor for pick-up upon resolution of the demand situation.
5	The Program Manager will be responsible for maintaining a file on the utilization of and fees associated with rental equipment.

References

Institutional Handbook of Operating Procedures; Policy #9.7.2: Vendor Representatives,

http://www.utmb.edu/policy/ihop/search/09-07-02.pdf

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