

1. Equipment
Equipment name
Make / model
Asset Number / descriptor
Owned by (Dept / organisation)
Name of person authorising loan / return by

2. Sending organisation
Trust name SENDING equipment
Name of person checking equipment
Department
Contact number
Hospital site

3. Receiving organisation
Trust name RECEIVING equipment
Name of person checking equipment
Department
Contact number
Hospital site

Equipment checks completed by both parties		SENDING		RECEIVING	
	Confirm	✓ x	Comments	✓ x	Comments
4	Service history evident – service tag or equipment care tag				
5	Electrical safety checks (sticker present and in date)				
6	Cleaned as per infection control policy (infection control certificate complete)				
7	Visual inspection of casing and exterior of device				
8	Power cables present – mains connection and inverter if applicable				
9	Charging cable or unit present				
10	Spare charged batteries present (NA if not applicable)				
11	Leads and cables present – for example - ECG, ETCO2, SAO2, NIBP, ART (are protective carry cases available)				
12	Instruction manual provided				
13	Testing and calibration equipment present – e.g. test lung				
	Check				
14	Device operates on mains				
15	Device operates on batteries (NA if not applicable)				
16	Device passes self-test on start-up and enters normal operating mode				
17	Signature				
18	Date				

See Principles Overleaf

Principles

This document supports the loan of critical care equipment between organisations ensuring that both parties can demonstrate best practice and help avoid misunderstandings or problems that can occur.

- a) Complete the information in *Box 1. Equipment*. All equipment loaned should be clearly labelled to identify the organisation it comes from. Include the name, make, model / asset number, and ownership details.
- b) Add the name of the person authorising the loan of the critical care equipment in *Box 1. Equipment*.
- c) Enter the details of the person checking that the critical care equipment is ready to be loaned in *Box 2. Sending organisation*.
- d) The person checking the equipment to be loaned completes the checklist in boxes 4 – 16 using ticks and / or crosses as appropriate.
- e) The person completing the checklist signs in box 17 adding the date in box 18 **in the sending column** under where they completed the checklist.
- f) The name and contact details of the person checking the equipment once received by the borrowing organisation are entered in box 3. Receiving
- g) The person receiving the equipment also completes the checklist in boxes 4 – 16 using ticks and / or crosses as appropriate.
- h) The person receiving the equipment signs and dates boxes 17 and 18 **in the receiving column** under where they completed the checklist.
- i) Training issues to be considered
 - Are staff borrowing equipment with which they are familiar with?
 - Are those lending equipment able to provide any cascade training?
- j) Consumables should be supplied by those borrowing the equipment (unless consumables are also part of the loan).
- k) Care needs to be taken when transporting equipment as there may be specific protective carry cases which should be used.
- l) Remember, some equipment may have calibration issues after movement which need to be factored into any operational plans.
- m) Once the equipment is ready to be returned, a new equipment loan form can be used and the same principles applied.
- n) **Equipment should be returned in the same state that it was borrowed.**

It may be the case that both persons are not present at the same time (e.g. if a medical device is sent via transport from one organisation to another)

Once completed the organisation borrowing the equipment should photocopy this form sending a copy to the organisation loaning the equipment.

Each time equipment is loaned or returned a new form should be used.