

Medical Devices Policy Practice Guidance Note		
Loan, Rental or Leased Equipment – V05		
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Author/Designation	Paul Thompson Clinical Lead PPE/Medical Devices	
Responsible Officer / Designation	Anne Moore – Group Nurse Director- Infection, Prevention and Control	
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1 OUTLINE

1.1 Equipment should only be rented or leased as:

- A last resort in order to provide appropriate healthcare.
- A deliberate Cumbria, Northumberland, Tyne and Wear NHS Foundation Trust (the Trust) strategy to provide services and mitigate the risk associated with the equipment management.
- To support a safe and effective discharge and provide maximum functional independence

1.2 There are four categories of loan equipment:

1. Equipment on loan for evaluation or trial
2. Equipment on loan to replace equipment being maintained or repaired
3. Equipment loan as part of a service, e.g. Enteral Feeding Pumps
4. Equipment from loan equipment services situated within each locality of the Trust.

1.3 For equipment in category 1

- Before any device is taken on loan, the appropriate NHS indemnity documentation must be completed and accepted by the Trust. The supplies department will coordinate and monitor this process.

2 PROCESS FOR THE LOAN, RENTAL OR LEASE OF EQUIPMENT

- 2.1 Equipment should only be obtained from organisations, including loan equipment services in each locality, manufacturers or suppliers, on the approved Department of Health suppliers list or by the Trust's Resuscitation and Medical Devices Group.
- 2.2 All devices must conform with all relevant standards and guidance pertaining to the type of device, the location and function for which it is to be used.
- 2.3 Employees **must not** request or be offered any incentive (whether financial or otherwise) to take any product on loan from a supplier.
- 2.4 The terms of the agreements must be clear and a record of which must be witnessed on behalf of both organisations.
- 2.5 Any cost or restrictions or liabilities must be clearly identified before the loan, rental or lease takes place.
- 2.6 Loan equipment will be subject to acceptance testing and other medical device management procedures as appropriate. Depending on the agreement physical safety checks may not be necessary.
- 2.7 In exceptional cases, where patient care may be compromised, equipment may be obtained from companies that do not have an existing Service Level Agreement (SLA) with the Trust. The process must be arranged through the supplies department.
- 2.8 Where appropriate, training in the use and functions of the devices must be provided and documented.
- 2.9 Where consumables are used it should be clear who is responsible for providing them and any costs or other implications.
- 2.10 The following information must be recorded on the medical device inventory
 - Description of the equipment
 - Model
 - Serial Number
 - Accessories provided
 - Manuals provided
 - Date of Loan, rental or leave
 - Where it is on loan, rent or lease from
 - Why it is on loan, rent or lease
 - A contact name and telephone number
 - Any loan, lease or rental ID numbers

- Date of intended return
- Date of actual return
- Any information relating to the safety and functioning of the equipment given must be documented (e.g. maintenance/safety requirements and arrangements for these to be carried out)
- Comments relating to condition should be recorded

2.11 The Medical Devices Department must be informed of any loan, rental or lease equipment being received or returned, to update of the inventory.