

**Medical Equipment Loan Library – Access to Service**

Effective: May 2011

Review: April 2013

**1. Introduction**

A medical equipment library service is available on the Freeman Hospital and Royal Victoria Infirmary sites. They provide commonly used medical devices for ward and department use on a short term loan basis. The Equipment Library Manager will also provide training and advice for the medical devices held within the libraries.

**2. Contact Telephone Numbers**

Equipment Library Services Manager Tel: 29551

**Freeman Hospital Equipment Library**

Office	Tel 31838
Library Officers	Tel: <b>27479</b> or <b>48063</b>
Porters	Tel: 48801

**RVI Equipment Library**

Office	Tel: 25941
Library Officers	Tel: <b>29794</b> or <b>29550</b>
Porters	Tel: 24560

**3. Opening Times**

The Equipment Libraries will be open: Monday – Friday 08:30 – 17:00  
Out of hours, weekends and bank holidays a delivery only service is provided by Porterage Services.

**4. Equipment Available**

- The equipment library holds commonly used medical devices such as;
- Volumetric infusion pumps
  - Syringe pumps
  - Pulse – oximeters
  - Feeding pumps
  - Cardiac monitors

VAC wound machines, therapy mattresses and mattress covers are delivered from the Library on behalf of Tissue Viability.

**5. Equipment Loan library Website**

- For more information the Equipment Library has a website on the hospital intranet which can be accessed through Support services. This website provides;
- Detailed information on the equipment held within the library
  - Access to user instructions / manuals
  - Training aids / equipment competencies
  - Contact information for equipment Library staff

## **6. Requesting Equipment**

- 6.1 Equipment can be requested by contacting the relevant equipment library (during opening hours) and through the relevant Portering service (out of hours).
- 6.2 Whilst every effort will be made to deliver what the user wants when they want it, it is the user's responsibility to advise exactly what they require and what priority they place on the equipment delivery.
- Emergency Immediate delivery
  - Urgent Within ½ hour
  - Normal Within an hour
  - Low 1 hour and over
- 6.3 The devices are issued on a short-term loan basis and must be returned to the library after EACH patient use episode
- 6.4 It is the USER'S responsibility to carry out pre-use checks (see Medical Devices Policy)
- 6.5 All equipment is tracked using a computer tracking system.
- 6.6 Loan equipment should not be transferred to other wards unless it is accompanying a patient, then staff should inform library staff of the change.

## **7. Equipment Return**

- 7.1 Equipment collections will be made every morning and where possible each afternoon.
- 7.2 After use equipment should be cleaned as directed in the Decontamination of Healthcare equipment policy and placed in the ward / departments designated area for collection.
- 7.3 Equipment should be returned to the library after every 'single' patient use.
- 7.4 Used RIK and Visio covers should be placed in a sealed bag (one only per bag), with the Ward / Unit name clearly marked on the bag. They will then be collected by Equipment library staff.

## **8. Therapy mattress ordering / returns**

- 8.1 Ordering – all mattress ordering should be made on-line through Tissue Viability. Equipment Library staff will deliver mattresses following notification from Tissue Viability. No direct orders can be taken. Out of hours: Urgent mattresses will be available through Patient Services Co-ordinators only.
- 8.2 Mattresses must not be moved between patients.
- 8.3 Returning – when a therapy mattress is no longer required it must be cleaned, placed in a sealed red bag, and a decontamination form must be attached. Please then inform the Equipment library who will arrange collection by Park

House Healthcare for cleaning and decontamination.

## **9. Defective Equipment**

- 9.1 All equipment should be delivered in a clean serviceable condition; however should a fault occur during the loan period, a fault report / decontamination form must be completed and attached to the device to await collection.
- 9.2 If the equipment has been involved in an incident it should be reported on DATIX, and the DATIX reference number recorded on a fault report/ decontamination form which is then attached to the equipment and sent to Medical Electronics for investigation.

## **10. User Training**

In addition to an equipment loan service, staff will organise and/or carry out user training for the medical equipment held within the equipment libraries.

Staff should not use any medical device unless they are competent to use it.

## **11. Monitoring and Review of Policy**

The Equipment Library Manager will monitor ward and department usage.

Policy Author: Equipment Library Manager

**THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST**  
**IMPACT ASSESSMENT – SCREENING FORM A**

This form must be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

Policy Title:		Policy Author:	
		Yes/No?	You must provide evidence to support your response:
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of the following: (* denotes protected characteristics under the Equality Act 2010)		
	• Race *		
	• Ethnic origins (including gypsies and travellers)		
	• Nationality		
	• Gender *		
	• Culture		
	• Religion or belief *		
	• Sexual orientation including lesbian, gay and bisexual people *		
	• Age *		
	• Disability – learning difficulties, physical disability, sensory impairment and mental health problems *		
	• Gender reassignment *		
	• Marriage and civil partnership *		
2.	Is there any evidence that some groups are affected differently?		
3.	If you have identified potential discrimination which can include associative discrimination i.e. direct discrimination against someone because they associate with another person who possesses a protected characteristic, are any exceptions valid, legal and/or justifiable?		
4(a).	Is the impact of the policy/guidance likely to be negative? <i>(If "yes", please answer sections 4(b) to 4(d)).</i>		
4(b).	If so can the impact be avoided?		
4(c).	What alternatives are there to achieving the policy/guidance without the impact?		
4(d).	Can we reduce the impact by taking different action?		

<b>Comments:</b>	<b>Action Plan due (or Not Applicable):</b>
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Name and Designation of Person responsible for completion of this form: Gill Tobin      Equipment Library Manager      Date:01/06/2011.....

Names & Designations of those involved in the impact assessment screening process: .....  
 (If any reader of this procedural document identifies a potential discriminatory impact that has not been identified on this form, please refer to the Policy Author identified above, together with any suggestions for the actions required to avoid/reduce this impact.)