1 Introduction

The medical equipment library service is available on the Freeman Hospital and Royal Victoria Infirmary sites. It provides commonly used medical devices for ward and department use on a short term loan basis.

2 Scope

The Medical Equipment Loan Library provides clean, decontaminated and serviced medical devices to wards and departments on request within the Freeman & RVI hospitals.

3 Aims

This procedure provides users of the Medical Equipment Loan Library service with opening times, contact telephone numbers and procedure to follow when accessing the service.

4 Duties (Roles and responsibilities)

It is the responsibility of the Medical Equipment Loan Library staff to deliver the devices requested by the user within the requested timescale.

It is the user’s responsibility to advise exactly which medical device they require and what priority they place on the equipment delivery. The user must carry out pre-use checks (see Medical Devices Management policy). The user must comply with Decontamination of Healthcare Equipment Policy when placing used equipment in the ward/department designated area for collection after use.

The Equipment Library Manager will provide training on request on the infusion devices, and advice on medical devices held within the libraries.

5 Definitions

None
6 Requesting and returning Equipment

6.1 Requesting equipment

Equipment can be requested by contacting the relevant Equipment Library (during opening hours) and through the relevant Portering service (out of hours). 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 Portering Services.

**Telephone numbers**

- **Equipment Library Service Manager** Tel: 29551
- **Freeman Hospital Equipment Library**
  - **Office** Tel: 31838
  - **Library Officers** Tel: 27479 or 48063
  - **Porters** Tel: 48801
- **RVI Equipment Library**
  - **Office** Tel: 25941
  - **Library Officers** Tel: 29794 or 29550
  - **Porters** Tel: 24560

The Equipment Library holds the commonly used devices listed below
- Volumetric infusion pumps
- Syringe pumps
- Pulse oximeters
- Feeding pumps
- ECG monitors
- Patient warming units
- Vac machines
- Therapy mattress covers

For more information the Equipment Library has a website on the hospital intranet which can be accessed through Support services/ EME Loan Library. 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

6.2 Equipment Delivery

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

The devices are issued on a short-term loan basis and must be returned to the library after each patient use episode. It is the user’s responsibility to carry out pre-use checks (see Medical Devices Management Policy)

All equipment is tracked using a computer tracking system.

6.3 Equipment Return

• Equipment collections will be made every morning and where possible each afternoon.
• After use equipment should be cleaned as directed in the Decontamination of healthcare equipment following patient use and/or prior to service or repair policy and placed in the ward/ department designated area for collection.
• Used Rik and Visio covers should be placed in a sealed bag (one only per bag) with ward / department name clearly marked on the bag. They will then be collected by Equipment Library staff.
• Users must inform Equipment Library staff as soon as possible when a Vac machine is taken off a patient. Some of these machines are on rental contracts so prompt return is necessary as the rental contract must be cancelled immediately after use.

6.4 Therapy mattress ordering / returns

• 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 Coordinators only.
• Returning – when a therapy mattress is no longer required it must be placed in a red bag and sealed. Staff must then inform Equipment Library who will arrange collection for cleaning and decontamination.

6.5 Defective Equipment

All equipment will be delivered in a clean serviceable condition; however should a fault occur during the loan period a Declaration of Decontamination Status of Healthcare Equipment Following Patient Use and/or Prior to Service or Repair should be completed.
7 Training

Staff should not use any medical device unless they are competent to use it (see Training in the Safe Use of Medical Devices Policy)
In addition to the loan equipment service the Equipment Library Manager will organise / carry out infusion device training on request.

8 Equality and diversity

The Trust is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff reflects their individual needs and does not discriminate against individuals or groups on any grounds. This document has been appropriately assessed.

9 Monitoring compliance

<table>
<thead>
<tr>
<th>Standard / process / issue</th>
<th>Monitoring and audit</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Method</td>
</tr>
<tr>
<td>Loan equipment is monitored through a database and card tracking system.</td>
<td>Review of process and compliance by Equipment Library Manager</td>
</tr>
</tbody>
</table>

10 Consultation and review

The EME Service Officers and Equipment Library Manager ratified this policy and it will be reviewed every 3 years by the EME Service Managers and Equipment Library Manager.

11 Implementation (including raising awareness)

This procedure is available for staff to access via NUTH intranet.

12 References

None

13 Associated documentation

- Decontamination of healthcare equipment following patient use and prior to service and/or repair
- Medical Devices Management Policy
- Training in the Safe Use of Medical Devices Policy

Author: Equipment Library Manager
Appendix 1

Equipment Library Access to Service Procedure

1. Equipment Required
   - Contact porters if out of hours
2. Contact Equipment Library
3. Carry out pre-use checks. Fully functional?
4. Equipment use (One patient episode)
5. Was there a problem during use?
6. Place in designated area for collection
7. Was the equipment involved in an untoward incident?
   - Complete DATIX form and fault report / decontamination form. Contact library staff
This form must be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

<table>
<thead>
<tr>
<th>Policy Title: Medical Equipment Library – Access to Service</th>
<th>Policy Author: Gill Tobin, Service Manager, Equipment Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>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)</td>
<td></td>
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<tr>
<td>Yes/No?</td>
<td>You must provide evidence to support your response:</td>
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<tr>
<td>Race * No</td>
<td></td>
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<tr>
<td>Ethnic origins (including gypsies and travellers) No</td>
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<tr>
<td>Nationality No</td>
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<tr>
<td>Gender * No</td>
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<tr>
<td>Culture No</td>
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<tr>
<td>Religion or belief * No</td>
<td></td>
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<tr>
<td>Sexual orientation including lesbian, gay and bisexual people * No</td>
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<tr>
<td>Age * No</td>
<td></td>
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<tr>
<td>Disability – learning difficulties, physical disability, sensory impairment and mental health problems * No</td>
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<tr>
<td>Gender reassignment * No</td>
<td></td>
</tr>
<tr>
<td>Marriage and civil partnership * No</td>
<td></td>
</tr>
<tr>
<td>2. Is there any evidence that some groups are affected differently?</td>
<td>No</td>
</tr>
<tr>
<td>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?</td>
<td></td>
</tr>
<tr>
<td>4(a). Is the impact of the policy/guidance likely to be negative? (If &quot;yes&quot;, please answer sections 4(b) to 4(d)).</td>
<td>No</td>
</tr>
<tr>
<td>4(b). If so can the impact be avoided?</td>
<td></td>
</tr>
<tr>
<td>4(c). What alternatives are there to achieving the policy/guidance without the impact?</td>
<td></td>
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<tr>
<td>4(d). Can we reduce the impact by taking different action?</td>
<td></td>
</tr>
</tbody>
</table>

Comments: Action Plan due (or Not Applicable):

Name and Designation of Person responsible for completion of this form: Gill Tobin, Service Manager, Equipment Library Date: 07/10/13

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.)

For advice on answering the above questions please contact Frances Blackburn, Head of Nursing, Freeman/Walkergate, or, Christine Holland, Senior HR Manager. On completion this form must be forwarded electronically to Steven Stoker, Clinical Effectiveness Manager, (Ext. 24963) steven.stoker@nuth.nhs.uk together with the procedural document. If you have identified a potential discriminatory impact of this procedural document, please ensure that you arrange for a full consultation, with relevant stakeholders, to complete a Full Impact Assessment (Form B) and to develop an Action Plan to avoid/reduce this impact; both Form B and the Action Plan should also be sent electronically to Steven Stoker within six weeks of the completion of this form.

IMPACT ASSESSMENT FORM A October 2010