

PROCEDURE FOR: Materials Management in the Perioperative Area

- POLICY:
1. No equipment or supplies will be brought into the Perioperative area without prior notification of the Director, Perioperative Services or designee'.
 2. Equipment brought in by vendors / Health Care Industry representatives will be tracked on the Vendor-Supplied Equipment Tracking Log, which will be stored at the OR Front Desk.
 3. All new items brought into the Perioperative Area should be entered into the on-line documentation system and assigned a revenue code prior to use to expedite correct documentation and billing.
 4. Information or inservicing on new equipment or supplies will be made available to staff by the vendor or manufacturer, as appropriate. Staff members are expected to seek out information on new equipment or supplies from the service primary or associate if they are not present for scheduled inservicing.
 5. Departments and institutions borrowing equipment or supplies will assume full responsibility for any loss or damage, and will return items clean and in working order within 24 hours. Equipment brought into the OR by a vendor will be cleaned prior to use in the OR.
 6. Institutions borrowing equipment or supplies are responsible for the cost of any patient charge items and will replace same within three days of use.
 7. Emergency equipment or one-of-a-kind equipment or supplies will not be loaned without documented authorization by the service Primary and Chief of Service.
 8. The charge nurse on each shift will document loaning or returning of all equipment or supplies in the *Loan/Borrow Book* located at the OR Front Desk.
 9. Ilizarov instrumentation will be loaned to St. Francis and Hartford Hospitals only.
 10. Sales representatives may take part in evaluation of equipment and supplies.

PROCEDURE:

Action

Points of Emphasis

Receiving Equipment

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| <ol style="list-style-type: none">1. Materials Management staff and/or service Primary/Associate will notify the nursing management whenever new equipment or supplies have been requested for evaluation or consignment. | <ol style="list-style-type: none">1. The <i>Perioperative Materials Management Request Form</i> will be used. |
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<u>Action</u>	<u>Points of Emphasis</u>
<p>2. When consignment items arrive, they will be treated as follows:</p> <ul style="list-style-type: none">• receipt of patient implant instrumentation (e.g., screw set) will key the generation of a tray list;• information will be logged into the Perioperative information system for inventory and billing purposes.• service Primary / Associate will alter pick lists to reflect item existence and location	
<p>3. When evaluation items arrive, they will be treated as follows:</p> <ul style="list-style-type: none">• staff will be notified regarding the item to be evaluated and the duration of the evaluation period;• an evaluation sheet will be provided for item(s) to be evaluated;• staff will complete and return an evaluation sheet, as appropriate.	<p>3. 48 hours advance notice for clearance by Clinical Engineering is required from physicians and vendors when a new piece of electrical equipment is brought in for use.</p> <p>Arrival of electrical equipment should occur prior to 4 p.m. one working day before it will be used, and Clinical Engineering will notified upon its arrival.</p>

Loaning and Borrowing Items

1. For loaned items, the following information will be documented in the *Loaning/Borrowing Book*:
 - date of loan
 - complete list of items borrowed
 - department or institution borrowing the item
 - contact person at the borrowing site
 - name of person approving the loan
 - date and time of expected return
2. For borrowed items needed emergently, the NM/ANM/charge nurse will make arrangement directly with the loaning department/institution and will send UCHC Public safety personnel to obtain the item(s).
3. For borrowed items needed non-emergently, follow the steps in #2 except use Courier service.
2. The UCHC Public safety dispatcher may be reached at x2121.
3. Courier service is obtained through 296-1005, and informing dispatcher of place to pick up item and where to deliver it.

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Iliazarov Loaning

1. The CSS/IR staff will bring the sets to the OR Front Desk or will provide them directly to the Richards sales representative, pending notification/authorization by the NM/ANM/charge nurse.
2. The Richards representative will sign for the sets as per the procedure for *Loaning and Borrowing* above.
3. The CSS/IR staff will accept the sets back from the Richards representative, confirming that all parts used have been replaced.
3. A maximum three-day turnaround for replacement, return, and compensation is allowable, less if the sets are needed sooner.

APPROVAL: Nursing Standards
OR Committee

EFFECTIVE DATE: 12/92

REVISION DATES: 10/93, 5/94, 9/97, 5/00, 3/06, 7/08