

UTMB RESPIRATORY CARE SERVICES <b>PROCEDURE - Rental Equipment Procurement</b>	Policy 7.4.13 Page 1 of 2
Rental Equipment Procurement  Formulated: 09/15/92	<b>Effective:</b> 11/04/94 <b>Revised:</b> 10/30/14 <b>Revised:</b> 08/21/23

## Rental Equipment Procurement

<b>Purpose</b>	To establish a consistent method of procuring rental equipment on an interim basis due to peak needs or special circumstances.
<b>Scope</b>	It is policy of the Department of Respiratory Care Services to provide standards for equipment rental. The Director of Respiratory Services (or designee) must approve all rentals prior to ordering.
<b>Audience</b>	Director of Respiratory Services, Team Leaders, and Clinical Educators.

### Procedure

Step	Action
1	<p>During occasions where it is determined that additional equipment is needed to provide patient care, the following steps are to be followed:</p> <ul style="list-style-type: none"> <li>• The Team Leader and/or Clinical Educator will determine the type of equipment needed.</li> <li>• The Team Leader will notify the Director (or designee) to approve rental.</li> <li>• The Team Leader will contact the appropriate vendor.</li> <li>• An estimated rental period and price should be noted and forwarded to the Program Manager.</li> </ul>
2	<p>Upon delivery the following must occur:</p> <ul style="list-style-type: none"> <li>• The Team Leader and the rental company representative must sign all documents and copies retained for departmental records.</li> <li>• All electrical equipment <u>must</u> be checked by Clinical Equipment Services (CES) for electrical safety inspection <u>prior</u> to patient use.</li> <li>• All preventive maintenance and repair on the equipment is to be performed by the rental company with documentation provided to the department.</li> </ul>
3	<p>Upon discontinuation of equipment rental, all parts must be accounted for, and the unit is to be cleaned and reassembled in preparation for return.</p>

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**Procedure  
Continued**

<b>Step</b>	<b>Action</b>
4	The Team Leader will contact the vendor for pick-up upon resolution of the demand situation.
5	The Program Manager will be responsible for maintaining a file on the utilization of and fees associated with rental equipment.

**References**

Institutional Handbook of Operating Procedures; Policy #9.7.2: Vendor Representatives,  
<http://www.utmb.edu/policy/ihop/search/09-07-02.pdf>