



# ***RISK NOTE***

## **SUBJECT: Borrowing Equipment from Others**

Health Care Agencies (HCAs) often borrow equipment. For example, HCAs may borrow infusion pumps from drug companies for use in conjunction with drug therapy or may borrow instrument sets and scopes from medical supply companies for a trial period. When items are to be purchased on consignment, please refer to the HCPP Risk Note, [“Who is responsible for property on consignment”](#).

The HCA may be liable for damages to the borrowed equipment (e.g. where an instrument is dropped) or for injuries caused by using the equipment (e.g. where a staff member or patient receives an electrical shock or burn from a medical device).

To reduce the HCA's risk of liability:

1. Negotiate a written loan agreement with the owner of the equipment, including terms of return.
2. Ensure that property and liability insurance is in place for the equipment including while in transit and which party is responsible to arrange, maintain and pay for such coverage.
3. Ensure all equipment has current operating instructions, cleaning instructions and maintenance manuals, and that policies are in place to ensure these are followed.
4. Ensure the Biomedical department approves the equipment for intended use, and that it meets safety requirements, complies with current standards and is compatible with other equipment. A record of the findings should be kept and preserved with HCA policies.
5. Ensure all equipment is cleaned and prepared for use upon receipt according to HCA protocols and manufacturer instructions.
6. Ensure all staff required to use the equipment are fully trained in proper use and operation (e.g. how to detect and interpret warning indicators on infusion pumps).

7. Ensure that the agreement is clear as to which party is responsible for malfunctioning or damaged equipment and the associated repair costs.
8. Ensure all repairs and maintenance is done and continue to be done by certified personnel, to ensure any warranties are not voided.

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