

Massachusetts General Hospital
Department of Biomedical Engineering
Policies and Procedures
Loaner Device Policy

1.0 Policy

When a loaner device is placed into clinical service to replace a malfunctioning device, Biomedical Engineering will ensure that it is deployed safely, including appropriate settings, clinical alarm default settings, and accessories, where applicable, and that the location of the loaner device is documented appropriately.

2.0 Roles and Responsibilities

2.1 The responsible BMET will follow the steps outlined in the Loaner Device Exchange Procedures to ensure the following:

- The device is in safety and performance compliance
- The device has appropriate clinical alarm default settings for deployment location/patient population
- The device has appropriate default settings for deployment location/patient population
- The appropriate accessories are provided, when required, for the deployment location/patient population
- Upon repair of the malfunctioning device, the loaner device is returned to the loaner pool and ready for future deployment

2.2 The responsible BMET will follow the steps outlined in the General Loaner Device Exchange Procedure to document the location of the loaner device during deployment and upon return to the loaner pool, including the following:

- Complete all required fields in documentation system located near the loaner pool storage area
- Complete all required fields in equipment database loaner device tracking system

2.3 The Evening Shift Team Leader is responsible for:

- Maintaining documentation, including the Loaner Tracking Sheet and the Loaner Exchange Procedures (ensuring they are current, printed and laminated at loaner pool locations)
- Maintaining both the physical inventory of the loaner pool as well as the equipment database inventory, including the following:
 - Coordinate the addition of new devices to the loaner pool. New devices may be added to the loaner pool as part of device acquisitions or when an existing device is identified as being available (e.g., when a device is no longer needed for regular use in a clinical area). The Evening Shift Team Leader will ensure that the necessary changes are made, including data management in the equipment database (i.e., owner, location) and labeling on the device.

- Coordinate the retirement of loaner devices from the loaner pool, including data management in the equipment database.

2.4 The responsible Clinical Engineer for new device acquisition projects will assess loaner device needs, including the following:

- Determine the number of loaner devices to add to the loaner pool.
- Create the device-specific Loaner Device Exchange Procedure for new devices that meet the following criteria:
 - Devices that have clinical alarm settings
 - Devices that have default settings
 - Devices that have accessories that must be included with the device upon deployment

3.0 Communication

3.1 Upon deployment and return of the loaner device, the responsible BMET will communicate the status changes with the nurse, resource nurse and the operations manager, as well as the Evening Team Supervisor.

4.0 Exclusions

4.1 Certain devices are excluded from this policy, including temporary pacemakers, which are managed by a separate process, and loaners that are provided by outside vendors.

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