



RISK NOTE

Subject: **HCA's Borrowing Equipment from Others**

Health Care Agencies (HCAs) often borrow equipment. Some examples of equipment that HCAs may borrow are infusion pumps from drug companies for use in conjunction with drug therapy or 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, "[HCA's responsibilities for property obtained on consignment](#)".

The HCA may be liable for loss or damage 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 any terms of warranties with which the HCA must comply.
2. Ensure that property and liability insurance is in place for the equipment (including while in transit) and clarify which party is responsible to arrange, maintain and pay for such coverage at each stage of the transfer between the parties. If the HCA is responsible for loss or damage to equipment, ensure this is specifically stated in the agreement.
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 appropriate 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 and authorized personnel, to ensure any warranties are not voided.

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