

MGH Biomedical Engineering

General Loaner Exchange Procedure

Deployment to clinical area: For ALL loaner devices, follow the steps below when a device is taken from the loaner pool and placed into clinical service.

1. Ensure device readiness including PM status and all parts present.
2. Complete all the fields in the Loaner Tracking sheet located at the loaner storage area.
3. Inform personnel in clinical area and Evening Shift Team Leader of loaner device status.

NOTE: For devices that have clinical alarms, default settings, or require accessories, refer to the Model-specific Loaner Exchange Procedure on the Biomed website for detailed instructions when placing the loaner into service.

Return to Loaner Pool: For ALL loaner devices, follow the steps below when returning a loaner device from clinical service to the loaner pool.

1. Perform any required maintenance or cleaning to ensure device readiness for next deployment.
2. Enter the return date in the Loaner Tracking sheet located at the loaner storage area.
3. Inform personnel in clinical area and Evening Shift Team Leader of loaner device status.

NOTE: For devices that have clinical alarms, default settings, or require accessories, refer to the Model-specific Loaner Exchange Procedure on the Biomed website for detailed instructions when returning the loaner device to the loaner pool.