Central DuPage Emergency Medical Services System

Equipment Exchange - Non-Disposable

INTRODUCTION AND	EMS MEDICAL DIRECTOR:
APPROVAL: <u>3/90</u>	
REVIEW & APPROVAL:	EMSS COORDINATOR:
REVISION & APPROVAL: 1/09	

PURPOSE:

To provide a uniform policy throughout the Central DuPage EMS System to address the procedure to be followed when patient care needs in the Emergency Department necessitate the prolonged use of a non-disposable item of equipment which belongs to an EMS provider.

POLICY:

- 1. Each piece of exchangeable equipment should be clearly and indelibly marked by the EMS provider.
- 2. If the piece of equipment cannot be immediately returned to the provider, an equipment form will be filled out by the provider at such time. (See attached)
- 3. When the equipment is no longer being used on the patient, it shall be placed in the appropriate department locker. It is the responsibility of the EMS provider to pick up their own equipment within 72 hours.
- 4. The hospital will be responsible for the repair or replacement of equipment that is damaged or lost while in its possession.

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EMERGENCY DEPARTMENT NON-DISPOSABLE EQUIPMENT RECEIPT

Please Complete - (one copy to paramedics, one copy to Receiving Hospital EMS Office) Hospital agrees to accept responsibility for the safekeeping of: TYPE OF SUPPLIES OR EQUIPMENT QUANTITY If lost, the hospital is responsible for replacing the item. Date left:_____Time:____ Name of patient: Run No: Name of provider:_______Vehicle No:______ Signature of paramedic: Signature of receiving individual: _____ (Do not sign if equipment is not labeled) Date, time and person notified of equipment left: _ (Not responsible for equipment left after 48 hours of notification) Date returned to provider:

Signature of receiving paramedic: