

MASTHEAD INFORMATION

Policy Title:	Resource Use: Equipment Loans
Applies to:	Users of the QEII Simulation Program
Version:	2.1
Sponsor:	Andy Howes – QEII Simulation Program Manager

PURPOSE

This policy establishes the processes for Users around borrowing equipment owned and maintained by the QEII Simulation Program.

POLICY STATEMENTS

1. Users can contact the Program directly to request equipment loans, preferably with a minimum of four (4) weeks' advanced notice. Submitted requests will be reviewed by Simulation staff, and the requester will be notified of the outcome within two (2) weeks.
2. The Simulation Program cannot approve equipment loan requests if:
 - The request conflicts, competes with, or limits a request to use Program resources on-site; or
 - The equipment being requested is expensive, fragile, difficult to repair, or difficult to replace; or
 - The equipment would come in direct patient or patient area contact or break any other restrictions found in the **'Infection Prevention and Control Guidelines: Sharing and Processing of Equipment'** policy; or
 - The requesting user has an overdue account balance with the Program.
3. Equipment loans are subject to fees contained in the **'Fees and Responsibilities Associated with Cost'** policy.
4. Equipment loans are allocated on a first-come, first-served basis to accommodate fairness to all users.
5. Users are responsible for picking up from and returning equipment to the Program's facilities.
6. Users must transport, handle, and use equipment in accordance with manufacturer specifications.
7. Users are responsible for any costs associated with replacing lost, stolen, or damaged equipment while in their care.
8. Equipment loans come with the explicit acknowledgment that users assume full responsibility for using the equipment at their own risk. This means users are

accountable for any potential consequences, damages, or injuries resulting from the use of the borrowed equipment.

9. All approved requests require a completed 'Equipment Loan Request Form'. The form contains a Pre and Post inspection and acknowledges acceptance of this policy.

PRINCIPLES AND VALUES

- o All QEII Simulation Program practices must demonstrate safety, equity and transparency. They must be applied consistently and uniformly across all Program locations.

QEII SIMULATION PERSONNEL RESPONSIBILITIES

Program Educator(s) / Site Coordinator(s) are responsible for:

- a. Processing user loan requests within two (2) weeks of submittal.
- b. Completing and saving a copy of the Equipment Loan Request Form.

Program Manager(s) are responsible for:

- a. Acting as the final arbiter in equipment loan conflicts.

Program Director(s) are responsible for:

- a. Ensuring all policies demonstrate our principles and values.

RELATED DOCUMENTS

QEII Simulation - [Infection Prevention and Control Guidelines: Sharing and Processing of Equipment](#)

QEII Simulation - [Fees and Responsibilities Associated with Cost](#)

QEII Simulation - [Equipment Loan Request Form](#)