THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER

UT Health Science Center:
SIM115 – Sim Equipment, Supplies- Loan

No./Title: SIM115 – Sim Equipment, Supplies- Loan	Resp. Office: CHIPS Approval Body: CHIPS	Effective Date: 06/08/2021
Category: Simulation	Last Review: 06/08/2021	Next Review: 06/08/2024
Contact: Executive Director CHIPS	☎ 901.448.4530	✉ simulate@uthsc.edu
Related Policies:	SIM 114- Sim Equipment, Supplies- Storage SIM 109- Sim Equipment, Supplies- Separation SIM 108- Sim Equipment, Maintenance	

DEFINITIONS
1) Users: anyone utilizing CHIPS resources (e.g., students, residents, faculty, or external clients)
2) Internal User: users of CHIPS resources that are affiliated with UTHSC (students, residents, faculty, staff) or clinical partners.
3) External User: users of CHIPS resources that are not affiliated with UTHSC or clinical partners.
4) Excessive Damage: any damage deemed unreasonable or outrageous based on the intended purpose.

POLICY
The Center for Healthcare Improvement and Patient Simulation (CHIPS) allows both internal and external users to borrow simulation equipment or supplies that appear on the "CHIPS Equipment Loan List." All requests will be considered by items requested, quantity, objectives, and the location of use before the loan is confirmed.

PROCEDURE
1) All requests for equipment loan must be completed through the electronic loan request found on the CHIPS Equipment Inventory Page.
2) The user must agree to the terms of use located at the end of the electronic loan document and accept responsibility for any lost items or items with excessive damage.
3) After the electronic request is submitted, the CHIPS staff must seek approval based on the following:
    a. Any item on the "CHIPS Equipment Loan List" is available for loan to interested users once you receive the approval of the Operations Lead.
    b. Any item not on the approved list must receive special approval from the Executive Director.
4) Once receiving approval for the loan, the CHIPS staff member should:
    a. Document the "CHIPS Loan Agreement" listing the equipment, loan dates, and contact information.
    b. Make sure that items active in the inventory system are listed as "check-out"
    c. Assign the equipment loan to a CHIPS staff member
    d. Confirm the equipment loan with the requesting user

5) Under no circumstance will simulated drugs or surgical kits be loaned out of CHIPS.
6) Fees related to the damage or misuse of a trainer will be assessed by the Operation Lead and Executive Director.
7) Loan duration is determined at the time of the request. Any loan request for more than one month must have the approval of the Executive Director.

APPENDICES
1) CHIPS Equipment Loan Form
2) CHIPS Equipment Loan List

APPROVAL HISTORY
Effective: June 8, 2021
Revised:
Approved: CHIPS, June 8, 2021

UTHSC CHIPS

CHIPS Equipment Loan Agreement

* 1. What is your name?

* 2. What is your email address?

* 3. What is your phone number?

* 4. Department/Program requesting the item loan:

5. If you are not picking up the items, please list the name and email of the person receiving the items:

* 6. What item(s) are you interested in borrowing and how many of each?

* 7. Where will the items be used?

* 8. What are the objectives of this event?

* 9. Date of Pick-up:

Month ⌄ Day ⌄ Year ⌄

10. Time of Pick-up:

Hrs. ⌄ Mins. ⌄ AM ⌄

* 11. Expected Date of Return:

Month ⌄ Day ⌄ Year ⌄

12. Expected time of Return:

Hrs. ⌄ Mins. ⌄ AM ⌄

Loan Agreement

Borrowed items will only be used for their intended purpose and only by the persons who have been instructed in the use of the borrowed items. If damage occurs to any of the items loaned out by CHIPS due to gross misuse or abuse of the equipment by the borrower, the borrower will be responsible for reimbursement of the repair or replacement cost for the damaged equipment.

* 13. Please select an option below (this will serve as your digital signature):

○ I have read the loan agreement and agree to the terms stated above

○ I have read the agreement and wish to forego my equipment loan submission