 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	<p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-38-P04-S04
		Effective Date:	09-30-2021
		Document Type:	Standard Operating Procedure
		Page Number:	1 of 3
		Department/Section:	Surgical Complex
		Document Title:	LOANER INSTRUMENTS AND/OR EQUIPMENT PROCEDURE

PURPOSE:

To outline the process of obtaining and returning loaner instrument and/ or equipment from suppliers.

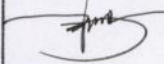
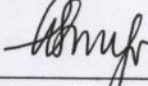

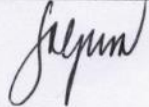

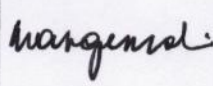

SCOPE:


Surgical Complex

PERSON RESPONSIBLE:

Surgeons, Surgical Complex Personnel


APPROVAL:

	Name/Title	Signature	Date
Prepared by:	VANESSA V. VERDE, RN Surgical Suites Head Nurse		09-22-21
Verified:	MARIA AGNES A. SARIEGO, RN Surgical Complex Manager		9-28-2021
Reviewed by:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		10-04-2021
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MN Nursing Services Division Officer		10-04-2021
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Head		10/4/2021
	MARIA ANTONIA GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		10-6-2021
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		10/30/2021

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-38-P04-S04
	Effective Date:	09-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Surgical Complex
	Document Title:	LOANER INSTRUMENTS AND/OR EQUIPMENT PROCEDURE

PROCEDURE:

1. The surgeon communicates the need for loaner instrument/ equipment to the Surgical Suites Head Nurse.
2. The Surgical Suites Head Nurse contacts the appropriate company or sales representative and notifies the Materials Management Department and/or Biomed Section of the need for loaner instrument and/or equipment.
3. The company representative communicates to the Surgical Suites Head Nurse the availability and the expected date and time the loaner instrument/equipment to arrive and the transportation arrangements made (e.g. shipped vs. hand carried).
4. The Surgical Suites Head Nurse notifies the service team members (Biomed Section and/or MMD) with regards to the loaner instrument/equipment arrangements.
5. Upon arrival of loaner instruments/equipment, Surgical Suites Head Nurse notifies the company representative and service team member to do a thorough inventory of instruments and/or inspection of the equipment.
6. Surgical Suites Head Nurse properly endorses the loaner instrument/equipment to the Surgical Suites Charge Nurse. All loaner instrument needs to pass through the Sterilization and Reprocessing Section for reprocessing.
7. Surgical Suites Head Nurse informs the Budget and Finance Department to input in the hospital information system the loaner instrument/equipment's charges.
8. At case completion, Surgical Suites Scrub Technician assures completeness of the loaner instruments/equipment before placing it to the pass through cart and sending it to the Decontamination Area of the SRS.
9. After decontamination, Surgical Suites Head Nurse rechecks for completeness and informs the supplier.
10. Surgical Suites Head Nurse informs the MMD/ Biomed Section that the loaner instrument/equipment is ready to be returned.
11. On the date of pick-up/shipment, the responsible department (MMD/Biomed) secures the signature of the Surgical Suites Head Nurse for release of the said items.

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-38-P04-S04
	Effective Date:	09-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Surgical Complex
	Document Title:	LOANER INSTRUMENTS AND/OR EQUIPMENT PROCEDURE

REFERENCES:

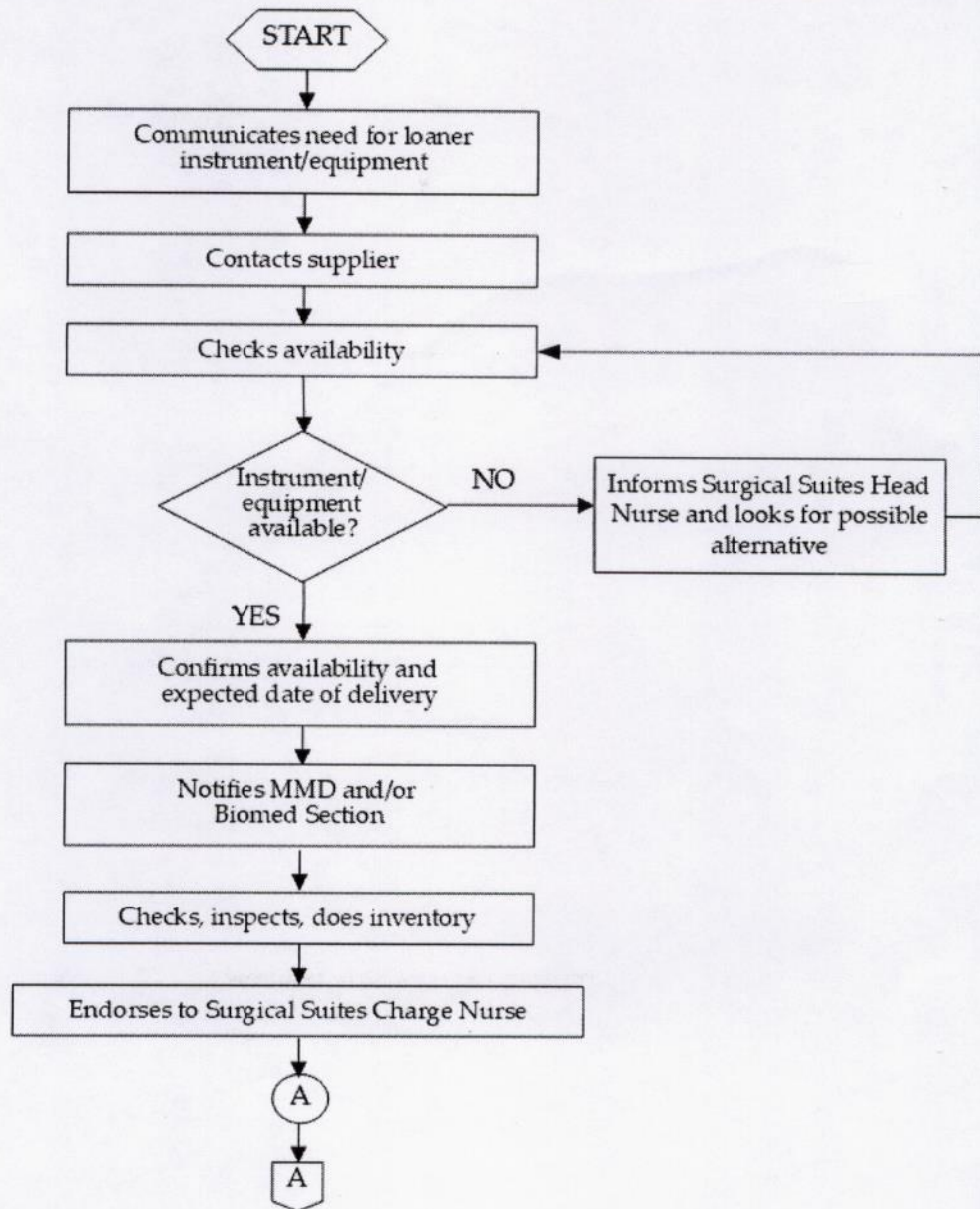
1. International Association of Healthcare Central Service Materiel Management (2020). *IAHCSMM Sample Policy and Procedure for Loaner Instrumentation*. From https://www.iahcsmm.org/images/Resources/Loaner_Instrument/Sample-Template.pdf
2. Geisinger Health (2020). *Loaner Instrumentation Policy*. From <https://www.geisinger.org/-/media/OneGeisinger/pdfs/ghs/about-geisinger/vendor-relations/Loaner-Instrumentation-Policy-11-2017.pdf?la=en>



B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

Document Code:	DPOTMH-I-38-P04-S04-FC04
Effective Date:	06-30-2021
Document Type:	Flowchart
Page Number:	1 of 3
Department/Section:	Surgical Complex
Document Title:	LOANER INSTRUMENTS AND/OR EQUIPMENT PROCEDURE

FLOWCHART

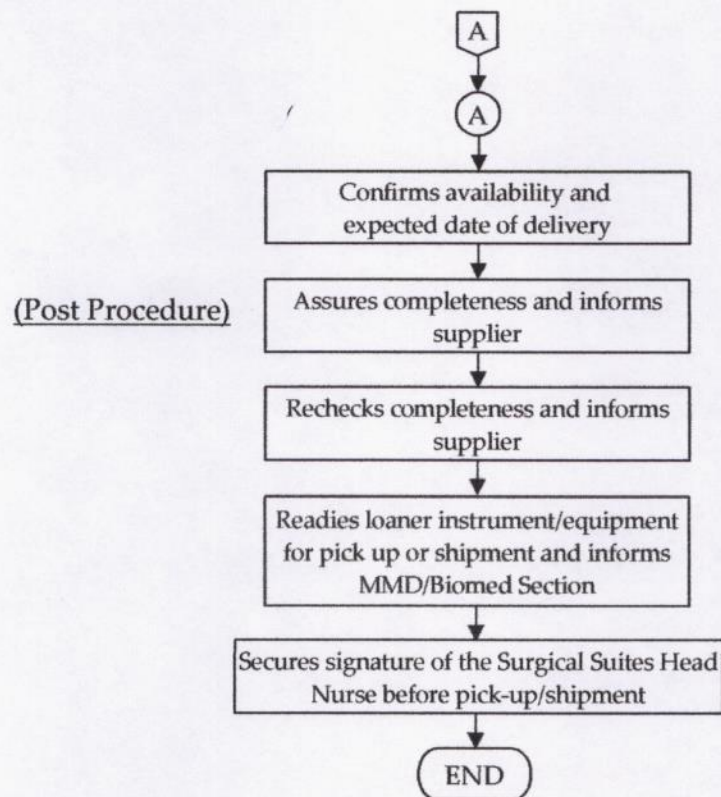





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

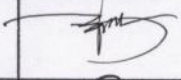
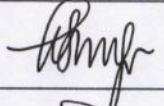

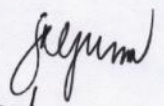

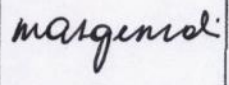

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100


Document Code:	DPOTMH-I-38-P04-S04-FC04
Effective Date:	09-30-2021
Document Type:	Flowchart
Page Number:	2 of 3
Department/Section:	Surgical Complex
Document Title:	LOANER INSTRUMENTS AND/OR EQUIPMENT PROCEDURE



 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	<p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-38-P04-S04-FC04
		Effective Date:	09-30-2021
		Document Type:	Flowchart
		Page Number:	3 of 3
		Department/Section:	Surgical Complex
		Document Title:	LOANER INSTRUMENTS AND/OR EQUIPMENT PROCEDURE


APPROVAL:

	Name/Title	Signature	Date
Prepared by:	VANESSA V. VERDE, RN Surgical Suites Head Nurse		09.22.21
Verified:	MARIA AGNES A. SARIEGO, RN Surgical Complex Manager		9-28-2021
Reviewed by:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		10-04-2021
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MN Nursing Services Division Officer		10-04-2021
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Head		10/4/2021
	MARIA ANTONIA GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		10.6.2021
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		10/30/2021

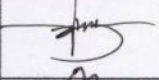
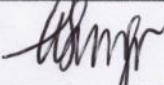

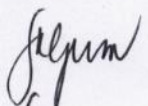
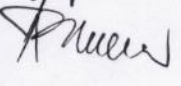
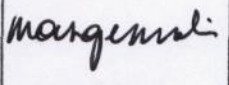

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-38-P04-S04-WI04
	Effective Date:	09-30-2021
	Document Type:	Work Instruction
	Page Number:	1 of 2
	Department/Section:	Surgical Complex
	Document Title:	LOANER INSTRUMENTS AND/OR EQUIPMENT PROCEDURE

WORK INSTRUCTION:

KEY TASKS	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Contacts the appropriate company or sales representative and notifies the Materials Management Department and/or Biomed Section of the need for loaner instrument and/or equipment. 2. Notifies the service team members (Biomed Section and/or MMD) with regards to the loaner instrument/equipment arrangements. 3. Notifies the company representative and service team member to do a thorough inventory of instruments and/or inspection of the equipment, Upon arrival of loaner instruments/equipment. 4. Properly endorses the loaner instrument/equipment to the Surgical Suites Charge Nurse. All loaner instrument needs to pass through the Sterilization and Reprocessing Section for reprocessing. 5. Informs the Budget and Finance Department to input in the hospital information system the loaner instrument/equipment's charges 6. Rechecks for completeness and informs the supplier, After decontamination. 7. Informs the MMD/ Biomed Section that the loaner instrument/equipment is ready to be returned. 	Surgical Suites Head Nurse
Communicates the need for loaner instrument/ equipment to the Surgical Suites Head Nurse.	Surgeon
Assures completeness of the loaner instruments/equipment before placing it to the pass through cart and sending it to the Decontamination Area of the SRS, at case completion.	Scrub Technician

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	<p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-38-P04-S04-WI04
		Effective Date:	09-30-2021
		Document Type:	Work Instruction
		Page Number:	2 of 2
		Department/Section:	Surgical Complex
		Document Title:	LOANER INSTRUMENTS AND/OR EQUIPMENT PROCEDURE

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	VANESSA V. VERDE, RN Surgical Suites Head Nurse		09.22.21
Verified:	MARIA AGNES A. SARIEGO, RN Surgical Complex Manager		9.28.2021
Reviewed by:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		10-04-2021
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MN Nursing Services Division Officer		10-04-2021
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Head		10/4/2021
	MARIA ANTONIA GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		10.6.2021
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		10/30/2021