1. **Aim/Purpose of this Guideline**

1.1. The Equipment Library service is based in the Tower Block basement area at the Royal Cornwall Hospital. It provides a service to all 3 hospital sites.

1.2. The role of the library is to store and coordinate the use of a range of medical devices.

1.3. The library staff coordinates the movement of these medical devices in a timely manner to meet the needs of patients and staff. They also arrange training for the range of medical devices held within the library.

2. **The Guidance**

2.1. **Contact telephone numbers**

Equipment Library on ext. 3049 or Bleep the Equipment Librarian on * 8 than 2951 or Via switchboard

2.2. **Opening times**

The library is open from 07.30 am until 16.00 pm Monday to Friday.

Out of hours: (16:00 pm until 7:30 am), weekends and bank holidays

- The Mitie help desk has access to the library upon request on ext. 2468.

2.3. **Types of equipment held in the library**

The library holds commonly used medical devices such as:-

- Variation of infusion pumps (including feeding pumps)
- Variation of syringe pumps
- Alternating pressure mattresses
- Pressure relieving cushions
- Static mattresses
- VAC therapy pumps and consumables
- Bariatric equipment including a hoist, a commode and a wheelchair
- Specialist wound dressings
2.4. **Requesting equipment / dressings**

- Equipment can be requested during normal working hours by contacting the team as indicated in section 2.2. Every effort will be made to deliver a service that provides the user with the device they need when they want it. Please note: In some circumstances, it may be necessary to rent the required device which may delay delivering to the ward.

- Equipment is delivered on a short-term loan basis and must be returned after each patient. This ensures availability of equipment for reuse.

- The library holds a stock of specialist wound dressings which vary in cost. To request specialist dressings, clinical staff must contact the library staff. Details of this process can be seen in Appendix 3.

- VAC therapy pumps can be requested via the equipment library. If none available in stock ad hoc rental pumps will need to be ordered. This may take up to 24 hours; see Appendix 2. VAC pumps needed out of hours contact the Portering service who will check availability. Destination of rental equipment must be written on the white board in the library. If none available please leave a message on the library phone giving patient and therapy request details. Theatres and ITU can request VAC pumps out of hours direct with the company, for emergency use only, if none available in the library.

2.5. **Out of hours service**

- Out of hours the Portering service can be contacted and they will access the library to locate available equipment. They will deliver direct to the requesting ward / department. All equipment taken from the library needs to be recorded on the white board. The minimum information required is Location and the Item Asset Number or description.

- If the equipment is not available in the library, wards are required to phone around the Trust to try to locate spare equipment. When clean equipment is transferred between wards it must have a 'cleaned' label attached. This does not include wound dressings. (See Appendix 3)

2.6. **Equipment return process**

- Equipment will be collected from the clinical areas by the librarian twice daily; morning and afternoon.

- Outside of normal collection times; equipment can be returned by contacting the library team directly and they will arrange collection.
• Failure to return equipment to the library puts the service under undue pressure resulting in the library being unable to deliver equipment when needed by other users.

• It is the user’s responsibility to ensure that each piece of equipment is cleaned as directed in the Trust Decontamination Policy and returned to the library with cleaning label attached. ‘Alternating Pressure Mattresses’ need to be placed in a clear plastic bag prior to removal from the clinical areas and labelled as above.

• If equipment is contaminated, it needs to be placed in a red bag and the library staff should be informed that device is contaminated. They will arrange collection and decontamination.

All foam mattresses returned to the library must be a clear plastic bag with a green is clean label. Plastic bags can be ordered on EROS.

• Condemned equipment e.g. static mattresses must be placed in a yellow waste bag which will be provided by the Waste Dept. The Waste Department should then be contacted to arrange for removal. Please contact the equipment library for a replacement mattress.

• If a VAC pump is no longer required please notify the library staff as soon as possible to ensure the rental is stopped. Return the pump cleaned and labelled in its box to the library. Any spare consumables can also be returned.

2.7. Defective equipment

• Faulty infusion devices should be cleaned and labelled with the CEMS Fault / Decontamination label and returned to the Clinical Equipment Management Service.

• If a Pressure Relieving mattress becomes faulty please return to the Equipment Library with CEMS Fault / Decontamination label detailing the nature of the fault.

• If unsure what process to follow please contact the Equipment Library staff for advice.

2.8. User training

In addition to an equipment loan service, the senior library staff can organise and/or carry out user training on specific types of equipment in the library e.g. static/dynamic mattresses. Infusion pump training is managed by the Medical Devices Training Officer and available to book onto through ESR.
Information on available medical devices courses can be obtained by contacting the Employee support team on ext. 5148 or directly through NLMS. All staff must be competent in the use of medical devices. Refer to the Medical Devices training policy for additional information on the requirements of staff before using a medical device in clinical practice within the organisation.

3. Monitoring compliance and effectiveness

<table>
<thead>
<tr>
<th>Element to be monitored</th>
<th>Requests for equipment outside normal working hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead</td>
<td>Julie Dean: Equipment Library Manager</td>
</tr>
<tr>
<td>Tool</td>
<td>Log book of collections from Library</td>
</tr>
<tr>
<td></td>
<td>Daily out of hours stock list</td>
</tr>
<tr>
<td></td>
<td>Datix reports of lack of equipment in Library</td>
</tr>
<tr>
<td>Frequency</td>
<td>6 Monthly audits of out of hours collections over a random 4 week</td>
</tr>
<tr>
<td>Reporting arrangements</td>
<td>The information by will reported and acted upon through the Medical Device and Clinical Procurement Group meetings when required.</td>
</tr>
<tr>
<td>Acting on recommendations and Lead(s)</td>
<td>Medical Physics Department will act on recommendations from the Medical Devices and Clinical Procurement Committee Leads: Head of Clinical Technology and Equipment Library Manager</td>
</tr>
<tr>
<td>Change in practice and lessons to be shared</td>
<td>System and Practice changes will be disseminated through the Medical Devices news letter, RCHT communication and the Medical Devices and Clinical Procurement Group</td>
</tr>
</tbody>
</table>

4. Equality and Diversity

4.1. This document complies with the Royal Cornwall Hospitals NHS Trust service Equality and Diversity statement which can be found in the 'Equality, Diversity & Human Rights Policy' or the Equality and Diversity website.

4.2. Equality Impact Assessment

The Initial Equality Impact Assessment Screening Form is at Appendix 5.
Appendix 1. Delivery and Return of Medical devices (excluding VAC therapy)

Equipment required in clinical area during normal working hours (7:30 am to 16:00 pm)

- Contact the equipment library on Ext 3049 or Bleep 2951
  Detail the type of equipment required and the clinical area.

- Equipment library staff will check availability and advise on the time frame for delivery

- Equipment delivered to the clinical areas by the library staff or the portering services.

Equipment required out of hours (16:00pm to 7:30 am) and Weekends

- Contact the Mitie helpdesk on 2468 who will check the library for available stock

- If the equipment is available in the library, the porter will deliver the device up to the ward

- If the device needed is not available, the clinical area will be informed by the portering staff and will need to phone other clinical areas to locate the required device.

Returning faulty equipment

- Faulty infusion devices should be labelled using the Decontamination Fault Slip; detailing the fault and cleaning regime and than returned to Medical Physics Departments CEMS.

- Faulty dynamic mattresses should be cleaned, labelled with the fault and returned to the library.

  Contact library staff if equipment is condemned and they will arrange collection
Appendix 2. Process for Ordering Vac Pumps and Consumables

To request equipment and consumables, phone 3049 or Bleep 2951.

The following details are required prior to authorising a VAC pump:
- Ward / Dept.
- Patients CR number
- Consultant requesting therapy
- Type of pump required
- Size of dressings required
- Any extra consumables required
- Type and size of wound
- Estimated discharge date

The pump and consumables will be delivered to the ward / dept. There may be a 24-hour delay for delivery of an ad hoc rental pump unit.

Additional consumables can be requested from the Equipment Library as required however a top up service will be provided on a Friday.

Out of hours there will be a spare pump and consumables in the library. The porters will check the library and deliver if available. The Library should be notified via a voicemail message on 3049 as to the location of the pump.

DISCHARGE OF PATIENTS WITH VAC PUMPS

Decision to discharge patient agreed and process followed according to the 5 stage plan.
(See VAC therapy guidelines on Documents Library)

Equipment Library to be informed of Discharge details as follows:
- Patient CR No
- VAC pump number
- Patient discharge address
- Community nursing team details including named nurse who is competent in VAC therapy.
Appendix 3. Tissue Viability

Access to Wound Dressings from the Equipment Library

Small stocks of specialist wound dressings are held in the equipment library. Registered nurses can access these dressing provided they have assessed the wound and have a clear rationale for using a product that is not in ward stock.

Rationale for patient needing wound dressings from equipment library stock (MRSA Suppression, Wound infection, Specialist dressings)

**Monday – Friday (7:30 am - 16:00 pm)**

Bleep ext. 2951 or ring ext. 3049

State:
- PT CR number
- Dressing Required including size and the number of dressing

**Evenings (16:00 pm to 7:30 am) and Weekends**

If a dressing is required urgently:
Contact the Mitie help desk on extension 2468 to get access to the library. Clinical staff must accompany porters to the library. Limit the number of dressings taken to cover the evening or weekend.

Complete the required form located in the library:
- Ward location
- PT CR number
- Dressing required including size and the number of dressings taken

If there isn’t an urgent need for dressings, wait until the following day or Monday if it’s a weekend.
- Use a suitable alternative dressing
Appendix 4: Out of Hours Pressure Relieving Equipment Provision Process

Use of REPOSE Mattress Overlay

- To be used for out of hours use only.
- Each ward allocated 1 or 2 overlay mattresses which are to be kept on the ward. It is the responsibility of the ward to ensure that one is available. If lost, the ward is responsible for replacement via EROS code FER733. REPOSE code: 6101100 for mattress and pump.
- They are reusable items and are not to be sent home with the patient.
- Once in use, the pump box can be stored on the patient’s locker to indicate that a mattress, wedge or heel boot is in use.
- A full dynamic replacement is to be obtained as soon as possible. It is recommended that the REPOSE overlay is not used continually for more than 48 hours.
- Overlay to be washed according to hospital policy and returned to the REPOSE pump box ready for re-use
# Appendix 5. Governance Information

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Equipment Library - Guidelines for Access to the Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Issued/Approved:</td>
<td>June 2015</td>
</tr>
<tr>
<td>Date Valid From:</td>
<td>June 2015</td>
</tr>
<tr>
<td>Date Valid To:</td>
<td>June 2018</td>
</tr>
<tr>
<td>Directorate / Department responsible (author/owner):</td>
<td>Medical Physics: Authors: Julie Dean, Janine Webster and Adrian Pheiffer</td>
</tr>
<tr>
<td>Contact details:</td>
<td>Ext 3049 or 2275</td>
</tr>
<tr>
<td>Brief summary of contents</td>
<td>This document outlines the procedures to be followed for accessing Equipment Library services.</td>
</tr>
<tr>
<td>Suggested Keywords:</td>
<td>Medical Devices, pumps, Mattresses, beds, dressings</td>
</tr>
<tr>
<td>Target Audience</td>
<td>RCHT</td>
</tr>
<tr>
<td>Executive Director responsible for Policy:</td>
<td>Nurse Executive</td>
</tr>
<tr>
<td>Date revised:</td>
<td>12.05.2015</td>
</tr>
<tr>
<td>This document replaces (exact title of previous version):</td>
<td>Equipment Library - Guidelines for Access to the Service v2.0</td>
</tr>
<tr>
<td>Approval route (names of committees)/consultation:</td>
<td>Medical Devices and Clinical Procurement Group CSSC Governance DMB</td>
</tr>
<tr>
<td>Divisional Manager confirming approval processes</td>
<td>Sally Rowe, Divisional Director CSSC</td>
</tr>
<tr>
<td>Name and Post Title of additional signatories</td>
<td>Janet Gardner, Governance Lead CSSC</td>
</tr>
<tr>
<td>Signature of Executive Director giving approval</td>
<td>{Original copy signed}</td>
</tr>
<tr>
<td>Publication Location (refer to Policy on Policies – Approvals and Ratification):</td>
<td>Internet &amp; Intranet</td>
</tr>
<tr>
<td>Document Library Folder/Sub Folder</td>
<td>Clinical / Medical Physics</td>
</tr>
<tr>
<td>Links to key external standards</td>
<td>CQC</td>
</tr>
<tr>
<td>Related Documents:</td>
<td>Medical Devices Training Policy</td>
</tr>
</tbody>
</table>
Training Need Identified? No training required

Version Control Table

<table>
<thead>
<tr>
<th>Date</th>
<th>Version No</th>
<th>Summary of Changes</th>
<th>Changes Made by (Name and Job Title)</th>
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</thead>
<tbody>
<tr>
<td>May 2009</td>
<td>V1.0</td>
<td>Initial Issue</td>
<td>Philip Conroy</td>
</tr>
<tr>
<td>June 2011</td>
<td>V2.0</td>
<td>Modification to Appendices</td>
<td>Julie Dean</td>
</tr>
<tr>
<td>Jan 15</td>
<td>V2.1</td>
<td>Modification to Main document and Appendices</td>
<td>Janine Webster/Julie Dean</td>
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</table>

All or part of this document can be released under the Freedom of Information Act 2000

This document is to be retained for 10 years from the date of expiry.

This document is only valid on the day of printing

Controlled Document
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### Appendix 6. Initial Equality Impact Assessment Form

<table>
<thead>
<tr>
<th>Name of the strategy / policy / proposal / service function to be assessed (hereafter referred to as <em>policy</em>) (Provide brief description):</th>
<th>Is this a new or existing Policy? Existing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directorate and service area: Clinical Support Service and Cancer Division</td>
<td></td>
</tr>
<tr>
<td>Name of individual completing assessment: Janine Webster</td>
<td>Telephone: 01872 252275</td>
</tr>
</tbody>
</table>

1. **Policy Aim***
   Who is the strategy / policy / proposal / service function aimed at?
   - To ensure staff are knowledgeable on how to access equipment from the Equipment library

2. **Policy Objectives***
   Sustain a prompt collection/delivery service of medical devices provided by the Equipment Library

3. **Policy – intended Outcomes***
   Effective management of resources

4. **How will you measure the outcome?**
   - Identified KPIs and through regular auditing processes
   - Review of incident reporting

5. **Who is intended to benefit from the policy?**
   All Staff and patients

6a) **Is consultation required with the workforce, equality groups, local interest groups etc. around this policy?**
   - NO

   b) **If yes, have these groups been consulted?**

   C) **Please list any groups who have been consulted about this procedure.**

#### 7. The Impact

Please complete the following table.

Are there concerns that the policy **could** have differential impact on:

<table>
<thead>
<tr>
<th>Equality Strands:</th>
<th>Yes</th>
<th>No</th>
<th>Rationale for Assessment / Existing Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sex (male, female, trans-gender / gender reassignment)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Race / Ethnic communities /groups</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Clinical Guideline for Equipment Library - Guideline for Access to the Service
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| Disability – learning disability, physical disability, sensory impairment and mental health problems | X |
| Religion / other beliefs | X |
| Marriage and civil partnership | X |
| Pregnancy and maternity | X |
| Sexual Orientation, Bisexual, Gay, heterosexual, Lesbian | X |

You will need to continue to a full Equality Impact Assessment if the following have been highlighted:
- You have ticked “Yes” in any column above and
- No consultation or evidence of there being consultation- this excludes any policies which have been identified as not requiring consultation. or
- Major service redesign or development

8. Please indicate if a full equality analysis is recommended.  Yes  No  X

9. If you are not recommending a Full Impact assessment please explain why.

Not required

Signature of policy developer / lead manager / director

Date of completion and submission

Names and signatures of members carrying out the Screening Assessment 1.  2.

Keep one copy and send a copy to the Human Rights, Equality and Inclusion Lead, c/o Royal Cornwall Hospitals NHS Trust, Human Resources Department, Knowledge Spa, Truro, Cornwall, TR1 3HD

A summary of the results will be published on the Trust’s web site.

Signed ____________________

Date ____________________