

**UCDHS CENTER FOR PROFESSIONAL PRACTICE OF NURSING
DEPARTMENT GUIDELINES**

**III-001 GUIDELINES FOR CPPN: LOAN
OF CPPN EQUIPMENT**

Approved: Kelly Tobar, R.N., Ed.D.	Page 1 of 4	
	Effective Dates	
Supersedes: 9/13	11/13	9/13
	4/15	

I. SETTING

A. Center for Professional Practice of Nursing

II. PROCEDURE

A. All equipment and supplies (Attachment 2-Standard available equipment to loan) that are borrowed will be processed through the designated personnel of CPPN to provide a central area with the responsibility for the following:

1. Controlling the location of all borrowed equipment and supplies.
2. Insuring the operational condition for all equipment loaned to a borrowing department.
3. Processing of loan slips.
4. Providing special care/handling instructions to borrowing department on request.

B. The borrowing department will be responsible for returning the equipment/supplies to CPPN clean and in the same condition as when borrowed. If any damage and/or breakage occurs, the cost of necessary repairs will be the responsibility of the borrowing department.

C. The designated personnel for the lending and returning of equipment and supplies are:

1. Main Office – Patricia White AAll – Office supplies or equipment
2. Laptops/Projector or other computer equipment – Brian Underwood or Gary Yamamoto
3. ACLS/PAL/CPR manikins/equipment – Polly Butler
4. Classroom equipment, other manikins, misc – Tish Campbell, ANII

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D. A telephone call or email is initiated by the borrowing department to CPPN to request for loaned items to insure availability and readiness of desired items.

E. CPPN must check with the Master Calendar and other staff members to ensure that the equipment/supplies being loaned will not be needed for scheduled classes in the department. Since most classes are set up the day before equipment/supplies should be loaned only if not needed within 24 hours.

F. CPPN will fill out a loan slip as equipment/supplies are issued.

G. Loan Slips – Borrowing Equipment/Supplies

1. The department will use a standard Loan Slip for processing of all borrowed equipment and supplies.
2. The Loan Slip is to be completed as follows:
 - a) Date and transaction being executed
 - b) Fill in requesting or borrowing department's name and cost center
 - c) Equipment/supply needed: describe the equipment - name and number if available.
 - d) State condition of equipment (complete, incomplete, broken piece, etc.) Write in additional comments if appropriate.
 - e) Personnel involved in transaction will sign designated areas (use complete surnames).
 - f) Lower portion of form will be completed when item(s) is returned to CPPN.
3. Copy of loan slip to be attached to loaned item.

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4. Original copy to be retained by CPPN and placed in Equipment Loan Book.

H. Disposable items

1. It is the preferred policy of CPPN that all disposable items be purchased by the borrowing department and/or charged directly to the designated department.

2. Borrowing units must obtain disposable items from Central Distribution if available.

3. All unused disposable items are to be returned to CPPN.

I. Returning Borrowed Goods

1. Borrowed equipment will be returned to CPPN as soon as possible following use.

2. Return of the equipment must be logged in the Equipment Loan Book.

a) Including condition and if additional cleaning is necessary.

J. Documentation: Upon return of borrowed item(s) all copies of Loan Slip are completed and retained as appropriate.

Sent to the following for review:

Kelly Tobar

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Patricia Campbell

Brian Underwood