



People You Know.
Extraordinary Care.

POLICY:	NON-DISPOSABLE EQUIPMENT: HOSPITAL STORAGE– 300.35		
APPROVAL:	VICE PRESIDENT OF PROFESSIONAL SERVICES; MANAGER OF EMS;		
EFFECTIVE DATE: 9/1/2016	CURRENT REVIEW/REVISION DATE:8/16	SUPERSEDES: N/A	ORIGINAL EFFECTIVE DATE: 08/16
DEPARTMENT SPECIFIC		EMERGENCY MANAGEMENT SYSTEM	

I. Purpose:

It is recognized that pre-hospital equipment is often left at a receiving hospital by pre-hospital providers. The Morris Hospital Emergency Medical Services (EMS) System has developed this policy for identification and storage of non-disposable equipment left in emergency departments by pre-hospital providers.

II. Policy:

A. Hospital responsibilities:

1. Equipment will be cleaned and stored in a designated area for 72 hours.

B. Pre-hospital providers' responsibilities:

1. All equipment should be properly marked to facilitate identification.
2. Appropriate identification will be required upon collection of equipment.
3. Every attempt should be made to pick equipment up within 72 hours.

C. If the equipment cannot be located, notification to the EMS System Coordinator should be made.

Approval:

Thomas J. Dohm **Date**
 VP of Professional Services

Robin Stortz, RN **Date**
 Manager of EMS