Hiring Process

If appropriate mattress not available through RCH.

Identify appropriate device in Table 4.2

Consult Nurse In-Charge or NUM re hiring equipment

During Business Hours
8 - 4.30pm Monday to Friday

Equipment hired through Material resources

Complete Purchase Requisition Form

Mark yellow copy as URGENT

Send to Purchase requisition to Material Resources

Out of Business Hours

Contact appropriate company directly

Complete Purchase Requisition Form

Device delivered directly to requesting area

Cost centre manger/ NUM to sign requisition next working day – make note equipment received

Implement device

Mattress ordered through appropriate company

Delivered to Bio Med

Safety check attended

Delivered to requesting clinical area

Implement device

Device no longer required

Clean equipment appropriately

Contact Company to cease hire (RCH will continue to be charged for equipment until company contacted)

Clean equipment appropriately