Appendix 3: Hiring Process

Pressure Injury Risk

Log into ‘Aeroscout’ on the RCH intranet

Consult NUM, AUM or technologist re hiring equipment

During business hours

Equipment hired through material resources

Complete purchase requisition form

Mark yellow copy as urgent

Send purchase requisition to material resources

Hand Deliver

Fax 56359

4 West Zone C

Mattress ordered through appropriate company

Delivered to BioMed

Safety check attended

Delivered to requesting clinical area

Implement Device

Out of business hours

Contact appropriate company directly

ArjoHuntleigh 1800 072 040

Pegasus 1300 303 603

Complete purchase requisition form

Device delivered to requesting area

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

Email to: materialresourcesteam@rch.org.au

Implement Device

Contact Bio Med next working day to complete safety check

Safety check attended in clinical area