

WPAHS Corporate Contracting Policy Manual	Policy No.: CC-021
Equipment Obtained on Trial	Revision No.: 1
Approved By: Rick Heck	Effective Date: 4/01/08

PURPOSE:

To define the process for obtaining equipment on trial.

APPLICABILITY:

This policy applies to all WPAHS corporations and cost centers.

PROCEDURE:

- A. Before any equipment is obtained on a trial basis, a Capital Purchase And Equipment Acquisition Requisition with the proper authorization signatures, must be submitted to the Corporate Contracting Department for review and processing. Review and approval by a Vice President are required. In addition, for medical equipment as defined by each hospital’s Medical Equipment Policy, the approvals of Clinical Engineering, Infection Control, and the Recall Officer are required. The purpose of these steps is to ensure that proper terms and conditions, such as provisions regarding liability, are addressed in advance protecting the hospital and its employees from any patient care or other liability issues.
- B. The Capital Purchase And Equipment Acquisition Requisition must include the following:
 - 1. A written quotation from the vendor for the equipment (and consumables, if applicable) to be evaluated.
 - 2. Clearly identify on the requisition that the equipment is for trial.
 - 3. A start date and an end date for the term of the trial.
 - 4. Exact location in which the equipment will be used.
 - 5. Method of financing and terms of payment in case of later purchase.
 - 6. A performance guarantee from the vendor.
 - 7. Any special requirements for return as required by the vendor.
 - 8. Any initial installation and operating services required of the vendor.
 - 9. Arrangements for maintenance of equipment by vendor.
 - 10. Approval from Facilities Engineering, Information Systems, Infection Control, Recall Office and/or Clinical Engineering, as applicable.
 - 11. Approval signature of Vice President.
- C. Upon receipt of the completed and properly authorized requisition, Corporate Contracting will issue a \$0.00 Purchase Order authorizing the vendor to place the equipment on a trial basis as per the Capital Purchase And Equipment Acquisition Requisition.
- D. Hospital Materials Management (Receiving) shall receive the equipment.
- E. Clinical Engineering shall perform initial safety checks on the equipment as required.
- F. If the trial is successful and the Requesting Department wishes to purchase the equipment, a new Capital Purchase And Equipment Acquisition Requisition must be completed and approved for the authorized dollar amount.
- G. Corporate Contracting may establish terms and conditions to consummate the purchase agreement, but only after giving due consideration to the GPO (Premier) or other competitive sources of supply.
- H. If the equipment is to be returned, refer to Corporate Contracting Policy No. CC-022, “Return of Merchandise”.