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| Policy Number: | CLP-0004 |
| Effective Date: | July 1, 2009 |
| Replaces: | New |
| Review Date: | 07/2011 |

PURPOSE: To provide guidelines and procedures for equipment rental/checkout to American Heart Association (AHA) Instructors aligned with the Wyoming Medical Center Training Center.

POLICY: Wyoming Medical Center’s AHA Training Center (TC) provides equipment for rent to AHA Instructors aligned with our Training Center. This includes classes being offered through Wyoming Medical Center, as well as classes in Natrona County. These community classes may be taught by WMC Employees as well as non-hospital employees.

DEFINITIONS: Emergency Equipment Rental - Equipment/supplies rented less than 3 weeks in advance.

MATERIALS and EQUIPMENT: Wyoming Medical Center’s Training Center Equipment

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| PROCEDURE |
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Equipment Rental/Checkout

1. AHA Instructors must contact the Training Center Coordinator three (3) weeks prior to the date of the class.
 - A. Equipment rental to WMC Staff Members: There is no rental charge for equipment being used during WMC’s scheduled classes.
 1. Staff members serving as instructors in one of WMC’s scheduled classes are directly responsible for the equipment and are expected to compensate the Training Center for any damage done to the equipment while it was in their care. Staff members who check out equipment for classes outside of WMC are responsible for the payment of fees where applicable.
 - B. Equipment rental to Non-WMC Staff Members:
 1. Non-WMC Staff members who wish to check out equipment must have a signed 2009 equipment checkout agreement letter on file with the Training Center. Instructors and students are expected to handle the equipment with the utmost care.

In the event that the equipment gets damaged in any way, the Instructor is responsible for any damages to the equipment.

Equipment must be picked up on the first day of the reservation and returned on the last day of the reservation before closing. Equipment pick up and drop off after business hours will not be permitted.

Equipment rental will have the following order of priority:

1. Wyoming Medical Center's annually scheduled TC Classes.
2. Classes offered in the community (outside of WMC's scheduled classes).

Equipment Availability

As equipment and books are in short supply, all training/materials outside of WMC's scheduled classes must be scheduled with the Training Center Coordinator at least 3 weeks in advance, otherwise an additional \$50 charge may be applied.

Equipment Rental Procedure

All equipment rental requests (for classes outside of WMC's scheduled offerings) must be made at <http://www.wmcnet.org/careers/aha.php> where you will find a link to a Checkout Form.

1. The Checkout Form must be completed in full then emailed, mailed or faxed to the TC Coordinator.
2. TC Coordinator will send an email to the requesting instructor either confirming equipment rental or notifying of a conflict.
3. Equipment may not be used without a completed rental request and confirmation from the TC Coordinator/Employee Services. This includes training equipment located in Employee Services and the Pope Construction House.
4. A confirmation email stating that the reservation has been accepted will be sent. Without receiving this email, do not have a reservation and may not take equipment. Upon return of equipment, you must have your equipment checked in by the Employee Services front desk or TC Coordinator.
5. When requesting equipment that is stored in the Pope Construction House, a confirmation email will also be sent to the Security Department. If the Training Center Coordinator is not available, equipment rental from the Pope Construction House must be coordinated through the Employee Services Manager/Director.

Equipment Rental Rates/ Payment:

The associated rental fee for various equipment offered for rent is as follows:

1. WMC scheduled classes – no charge
2. Non-WMC classes (classes in Natrona County) - no charge
3. Emergency equipment rentals - \$50.00

4. Equipment kept beyond return date - \$5.00/day
5. Damaged equipment – Repair/replacement costs as needed
6. Equipment used outside Natrona County - Fees/shipping charges to be determined.

Supplies Payment Rates:

The *Blue Envelope Health Fund* provides funding for various types of CPR training in Natrona County only. If your class qualifies for *Blue Envelope* Funding, you will not have any supplies charges. The classes that qualify for *Blue Envelope* funding are:

1. BLS for HCP Initial
2. First Aid with CPR/AED
3. All Heartsaver CPR/AED courses

The classes that do not qualify for *Blue Envelope* funding are:

1. BLS for HCP Renewal
2. First Aid only
3. Any class held outside of Natrona County
4. ACLS and PALS courses

If your class does not qualify for *Blue Envelope* Funding, the following charges will apply and must be paid in advance:

1. Course completion cards are \$5.00 each.
2. Books:
 - HCP for BLS - \$15.00 each
 - Heartsaver AED - \$13.00 each
 - Heartsaver CPR- \$10.00 each
 - First Aid - \$15.00 each
 - ACLS/PALS Books - \$60 each
3. Valves - \$1.50 each
4. Adult/Child Lung/Airway System- \$.35 each
 - Infant Lung/Airway System - \$.30 each
 - CPR Prompt Lungs - \$.50 each

These fees are subject to county sales tax unless you are able to provide a tax exemption certificate.

Equipment Use Protocol:

Instructors must follow all training guidelines set forth by the AHA in regards to equipment use, infection control and decontamination. Equipment should be inspected by instructor at pick up and any irregularities should be reported immediately to avoid fees. To maintain the proper

operation of TC equipment we ask that you keep food or drink away from the equipment. You are asked not to use the equipment in any manner violates AHA or WMC Policies. For description of AHA guidelines on equipment usage and decontamination, please refer to the AHA Instructor Network or your Instructor Manual. Instructors must clean manikins and replace lungs at the end of each class. This is to be documented at the bottom of each course roster. Tobacco use is not permitted during any AHA class or on the WMC Campus.

Additional Equipment Usage:

Employee Services maintains a small inventory of audio/visual equipment for rental use by Wyoming Medical Center employees. Any requests for this equipment should be coordinated by calling 577-2456. Upon pick up, the employee will have to complete the designated check out form. Equipment should be inspected by employee at pick up and any irregularities should be reported immediately to avoid fees. To maintain the proper operation of A/V equipment, we ask that you keep food or drink away from the equipment. Proper care and handling must be practiced with all equipment rentals and items must be returned within the designated time frame. Repair and replacement fees may apply to damaged/lost equipment.

***Special Notes:**

1. Exceptions to this policy are at the discretion of the Vice President of Employee Services and Legal Counsel or designee.
2. WMC reserves the right to eliminate or change this policy at any time.

RELATED DOCUMENTS:

AHA Policy and Procedure Manual

KEY PROVIDERS:

Instructors and staff

KEY REVIEWER/OWNER:

Employee Services, Center For Learning and Performance, Community Training Center

STAKEHOLDERS:

Employee Services, Center For Learning and Performance, Community Training Center

REVIEW DATE:

07/2011

**CENTER FOR LEARNING AND PERFORMANCE
TRAINING CENTER EQUIPMENT CHECKOUT**



Checkout Policy.wpd