

Loan of Equipment Terms and Conditions

- The equipment is on loan to the named service user, free of charge, for their personal use.
- Any change of service user address should be notified to CES PLUSS on **01392 204144**.
- The equipment remains the property of CES partnership whilst on loan to the user.
- The equipment will only be provided for service users and carers for whom Devon County Council Social Services and the NHS Primary Care Trusts have commissioning responsibility.
(In most cases this will be within the Devon County Council geographic boundary, but could be for service users and carers who reside outside this area, if they are registered with a GP practice within the boundary.)
- The equipment must only be used in a safe manner for the purpose it was designed and supplied and not modified or changed in any way.
- The service user will be made aware of:
 - the full details of the terms of loan equipment when its provision is by CES PLUSS.
also
 - how to look after and return equipment when it is no longer required.

- All returned equipment, if suitable for refurbishment, will be cleaned and returned to stock. Unsuitable equipment will be condemned and scrapped in accordance with the relevant procedures.
- The available resources within the CES must always be considered when prescribing equipment and using CES PLUSS. Prescribing staff must prescribe equipment in the most cost-effective manner to meet the user or carer's needs and use CES PLUSS efficiently and effectively.
- The demonstration and installation of equipment by CES PLUSS will be to equipment manufacturer's standards only and not to clinical standards.
- Items of equipment within the catalogue having a price band of AA are low value items costing from £1 to £16. These items will not be proactively collected by CES PLUSS because it is uneconomic to arrange and complete the collection of such low value items.
- However these items will be collected by CES PLUSS when:
 - The user or carer requests the price band AA item(s) to be collected.
(Initially, can prescribing staff please offer the item to the user or carer to retain indefinitely if they wish to keep it).
 - The items are part of a package of larger value items to be collected.
 - The price band AA items are returned to a collection point as part of an equipment amnesty event.

All Price Band AA items which CES PLUSS collect will be cleaned, repaired, tested and put back into stock where economically practical to do so.

Prescribing staff are reminded that:

- In order to comply with Infection Control Standards, used equipment should not be mixed with unused equipment.
- Equipment should never be issued from one user to another, without being returned to CES PLUSS for full decontamination, maintenance and servicing.
- Collection of used equipment in private cars is not appropriate and does not meet Infection Control Standards.

Ordering

- Phone **01392 204144** to place an order. (authorised NHS staff only)
- By [email](#) or fax for all other authorised staff on the appropriate form.
- Equipment order codes should be used to ensure the correct item is provided. If a piece of equipment may be adjusted the exact height or size required should be specified.
- Only authorised staff may prescribe equipment, up to their level of financial authorisation. Authorisation levels have been agreed by the joint agencies.