

**Title: Loaner Tray Requirements**

Page 1 of 2

Department: Approval Date: 10-1-2017

**I. PURPOSE**

Vendor shall abide by the following mandatory requirements (“Loaner Tray Requirements”) for all loaner instruments, equipment and supplies (“Loaner Trays”):

1. **ALL LOANER TRAYS ARE REQUIRED TO BE DELIVERED AT LEAST 48 HOURS BEFORE THE APPLICABLE SCHEDULED SURGERY TO THE CORRECT SCRIPPS FACILITY STERILE PROCESSING DEPARTMENT (“SPD”) LOCATION.**
2. All Loaner Trays must have a verification form that correctly reflects all contents, including implants.
3. All Loaner Tray instruments and equipment must be functioning and be free of bioburden.
4. Without exception, the name of the Loaner Tray(s), the name of the surgeon(s), and date of surgery must accompany Loaner Trays for each case. Instructions for Use (“IFU”) must be attached to all Loaner Trays.
5. Vendor must ensure a SPD-designated Scripps employee verifies all Loaner Tray contents and documents it on the verification form. Scripps will not be responsible for the loss of any Vendor instruments, equipment or supplies unless the item has been included on the verification form.
6. **Vendor shall retrieve Loaner Tray(s) within 24 hours after surgery completion.** Vendor must confirm the Loaner Tray(s) contents match the signed verification form prior to departing Scripps and notify a supervisor immediately if there are any discrepancies. **Scripps will not be responsible for any discrepancies noted after Loaner Tray(s) have been removed from the Scripps facility or for any Loaner Trays not picked up within 24 hours after surgery completion.**
7. Vendor shall visually inspect the Loaner Trays for cleanliness. If Vendor is dissatisfied Vendor shall notify SPD and/or an SPD supervisor immediately. **Vendor may not remove a wrapped or sterile Loaner Tray from SPD. All Loaner Trays must be open and inspected.**
8. **If multiple surgical cases are scheduled back to back, or the surgery involves bilateral extremities that require a double set-up, Vendor must provide must sufficient Loaner Trays for the surgical procedure(s) so no turnover is required from SPD.**
9. **If a Loaner Tray is to be used for another procedure at the Scripps facility, a new inventory sheet and new verification form must be completed. Loaner Trays shall not remain in SPD for more than 48 hours in advance of a surgery. If a Loaner Tray is consigned and remains at a Scripps facility, Vendor shall be responsible for inspecting, inventorying, and assembling all Loaner Trays.**
10. **Should Vendor fail to abide by these Loaner Tray Requirements, Scripps, in its sole discretion, may cease using Vendor’s products and services.**



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**Page 2 of 2**

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<b>APPROVALS</b>	
<b>Function</b>	<b>Name/Title</b>
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