



**MONTANA STATE HOSPITAL
POLICY AND PROCEDURE**

**BORROWING OF HOSPITAL SUPPLIES
AND/OR EQUIPMENT**

Effective Date: August 19, 2013

Policy #: HR-04
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- I. PURPOSE:** To ensure appropriate use of Hospital owned property.
- II. POLICY:** Supplies and/or equipment belonging to Montana State Hospital (MSH) will not be given or loaned to any person, including hospital employees, groups, or community agencies for their *personal use*. Supplies and/or equipment may be given or loaned only when the action *supports a public health or human service* need and authorization is obtained from the Hospital Superintendent.
- III. DEFINITIONS:** None
- IV. RESPONSIBILITIES:**
- A. All employees are responsible for adhering to this policy.
- V. PROCEDURE:**
- A. No employee will take or borrow MSH supplies and/or equipment for personal use.
- B. Only the Hospital Superintendent may approve the loan of MSH supplies and or equipment to employees, groups, or community agencies. This will be allowed only when the action supports or promotes policies or programs of the Hospital or the Department of Public Health and Human Services.
- Examples:
1. Loaning CPR mannequins to a community group for training purposes
 2. Loaning audiovisual equipment for a presentation at a conference on mental health.
- C. The Hospital Superintendent will provide written authorization for the outside use of hospital equipment or supplies. The authorization will specifically describe the use that is permitted.
- VI. REFERENCES:** None
- VII. COLLABORATED WITH:** Hospital Superintendent

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- VIII. RESCISSIONS:** #HR-04, *Borrowing of Hospital Supplies, and –or Equipment* dated October 19, 2009; #HR-04, *Borrowing of Hospital Supplies, and-or Equipment* dated August 28, 2006; #HR-04, *Borrowing of Hospital Supplies, and-or Equipment* dated September 1, 2002; #HR-04, *Borrowing of Hospital Supplies, and-or Equipment* dated November 1, 2001; Policy #12-02P.072186, *Borrowing of Hospital Supplies and/or Equipment* – date of origin July 1986, revised and approved August 15, 1988.
- IX. DISTRIBUTION:** All hospital policy manuals
- X. REVIEW AND REISSUE DATE:** August 2016
- XI. FOLLOW-UP RESPONSIBILITY:** Director of Human Resources
- XII. ATTACHMENTS:** None

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John W. Glueckert Date
Hospital Superintendent