

### **Loan or Demonstration of Equipment:**

Hospitals occasionally loan X-ray equipment from other hospitals or direct from the supplier or their agent. Equipment loans could be for a number of reasons including for trial/demonstration purposes or to provide cover for an older unit that is in the process of being replaced. Such loans or demonstrations commonly involve mobile x-ray equipment but are not restricted to them and can also include larger units such as CT scanners.

The Ionising Radiations Regulations 1999 (IRR99) and the Ionising Radiation (Medical Exposure) Regulations 2000 will apply to loaned equipment just as they do to equipment permanently present on site. The *Medical and Dental Guidance Notes* (IPEM 2002) have specific advice on the issue of loaning X-ray equipment (paragraphs 1.113 – 1.115) and this is summarised below:

Loans or demonstrations of medical X-ray equipment are generally acceptable. However, the following points need to be considered before this takes place.

### **Indemnity agreement:**

The supplier will be required to cover the hospital by drawing up an indemnity agreement. The agreement could state, among other things, that certain types of damage to equipment, property and people that occurs as a result of the loaned equipment are borne by the supplier. The agreement should also state the loan period. The hospital may also need to

seek proof of the supplier's liability insurance prior to the loan.

Hospitals may already have a policy on the loan of all types of medical equipment which should be considered and may be sufficient for this purpose.

### **Risk assessment:**

The existing radiation risk assessment will usually be suitable for the type of equipment being loaned or demonstrated. However, this is dependent on similar procedures already being carried out and whether the location where the loaned equipment is to be used has previously been risk assessed. If a new risk assessment is required, RPC should be consulted. Additional information on scattered radiation doses and output dose rates may be required from the supplier.

### **Local rules:**

If the radiation risk assessment for the unit can be covered by one already present then it is likely that existing local rules will be applicable to the unit. If a new risk assessment is required then temporary local rules may be needed and RPC should be consulted as above.

### **Quality Control:**

The responsibility for looking after the equipment is dependent on the length of the loan. If the loan period is to be short (a few weeks to a month) then the supplier should be asked to ensure that all the necessary tests

including critical exam, and pre-use safety and performance checks have been carried out. Evidence of these tests will usually be part of the hand-over information and should be sufficient evidence of equipment safety which will allow the unit to be used on patients. RPC is available to review any documents from the supplier if required. On rare occasions it may be necessary for RPC to carry out its own checks where the supplier cannot provide sufficient evidence of safety measurements.

Equipment which is used on longer-term loan (several months) will need to undergo routine Quality Control checks in line with the rest of the department's X-ray equipment.

### **IR(ME)R documentation:**

For short term loans the existing IRMER procedures will usually be enough for work involving the loaned equipment. Revision of IRMER documentation will only be required in certain cases e.g. where different IRMER operators are to be involved with using the equipment.

### **Training:**

The supplier should include the operating instructions as part of the hand-over documentation. However, equipment-specific training will often be required for operators before the unit is put into clinical use. This can usually be arranged with the supplier's Applications Specialist. Training records for all operators should be kept.



# X-RAY EQUIPMENT ON LOAN OR FOR DEMONSTRATION INFORMATION FOR X-RAY DEPARTMENTS

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