

Logan University

LOGAN HEALTH CENTER EQUIPMENT USE POLICY

Policy AA. 015

Policy Number: AA.015

Effective Date: 5/1/2026

Approval Date: 3/17/2026

Revised Date: N/A

Purpose: To provide students with a clear process for checking out and returning equipment for patient care.

Additional Authority: N/A

Scope: All Chiropractic Interns in the Logan University Health Centers

Responsible Executive: Director of Clinics

Offices Responsible for Reviewing this Policy: Provost/CAO and/or CoC Dean

Recipients: Students, Clinicians, Clinic Staff

Publications: Logan University Health Centers Intern Handbook

Definitions:

Equipment in this document refers to non-consumable clinical tools that are provided by the Logan Health Centers (i.e., that which students are not required or expected to have in their possession or doctor bag).

Policy Title

Logan Health Centers Equipment Use Policy

Policy Statement

Students have access to a variety of clinical equipment that they may check out in the clinic for patient related care. This equipment is meant to benefit both patients and students who rotate through the Logan University Health Centers. As such, care must be taken to ensure the full life of the equipment.

It is considered the students' direct and personal responsibility to ensure that equipment checked out under their name is returned in satisfactory condition on the same day it is checked out, unless pre-approved by a supervisor for a different time frame.

Equipment that can be checked out includes, but is not limited to:

- Therapeutic lasers
- Electrical stimulation units
- Activator instruments and/or shoes
- Soft tissue tools

Failure to return equipment or report damage in a timely manner may result in financial burden to the intern.

Procedures

The following procedures are designed to provide a means for students to check out and check in equipment. When checking out equipment, please be courteous and considerate of your peers—do not check out equipment before you need it and return items promptly. The burden of returning equipment rests solely on the student whose name is on the equipment checkout list. Materials *not returned* within the expected timeframe will result in financial responsibility to the intern who last checked out the equipment.

Checking equipment OUT:

1. Fill out required information on the *Equipment Check Out Log*.
 - a. Intern Name (printed and legible)
 - b. Equipment being borrowed
 - c. Date
 - d. Time out
2. Present a valid state issued ID, such as a driver's license, to the Health Center staff. The ID will be clipped to the inventory card of the item loaned to the intern.
3. Before leaving with the equipment, check that all items/parts are in place. If anything is damaged or missing, immediately complete the *Equipment Damage/Maintenance Form*.

Checking equipment IN:

1. Check that all items/parts are in place. If anything is damaged or missing, immediately complete the *Equipment Damage/Maintenance Form*.
2. Return equipment to the Health Center staff.
3. Staff will return the student's driver's license previously attached to the inventory card.
4. Complete *Equipment Check Out Log* for equipment you are returning by adding the date and time of return and your initials.

Lost or Missing equipment:

1. Equipment that is not returned will be considered lost or missing. Interns will be held financially responsible for the full replacement cost of these materials.
2. An Incomplete grade will be awarded until the equipment is returned or the financial debt has been resolved.
3. If there is no resolution by the first day of the next academic term, a registration hold will be placed on your account until the equipment is returned or payment is received.

Other Notes
