

Doc. No.	Division	Doc. Type	Document Title
<b>109</b>	<b>LKI_ZML</b>	<b>INFO</b>	<b>Short instructions for contracts of loan</b>

## 1 Person/committee responsible for the contents

Zentrum für Medizin- und Labortechnik (ZML)

A. ö. Landeskrankenhaus – Universitätskliniken Innsbruck (LKI)

Tirol Kliniken GmbH

## 2 Targeted group of people

- Lenders of medical or laboratory equipment, who want to supply the LKI with medical devices on a loan basis:  
e.g. suppliers or medical device manufacturers
- Users of medical or laboratory equipment, who negotiate the setup of medical devices on a loan basis with lenders:  
e.g. government employees allocated to the LKI, employees of the Medical University of Innsbruck (MUI) working in the LKI, or guest doctors bringing their own medical devices into the LKI

## 3 Contents

§ 84 MPG as well as § 8 and § 9 MPBV oblige healthcare providers in Austria to record all active and inspection-relevant medical devices in an inventory listing/device file. This also applies to loan devices, bridge-over devices, study devices, devices out of third-party funds, and devices in the property of the MUI (apart from MUI-devices used exclusively in teaching and pre-clinical research, which are neither used on patients nor used for diagnosis). As a result, the constitutional rules of the LKI require a prior written permission from the legal entity operating the LKI for the setup of loan devices (see flow diagram). Possible costs will be subject to an approval by the responsible division administration ("Bereichsverwaltung").

If special equipment is requested, e.g. devices requiring radiation protection, laser protection, special approvals from national competent authorities, or special media supply, etc. the user must request the division administration to weigh in.

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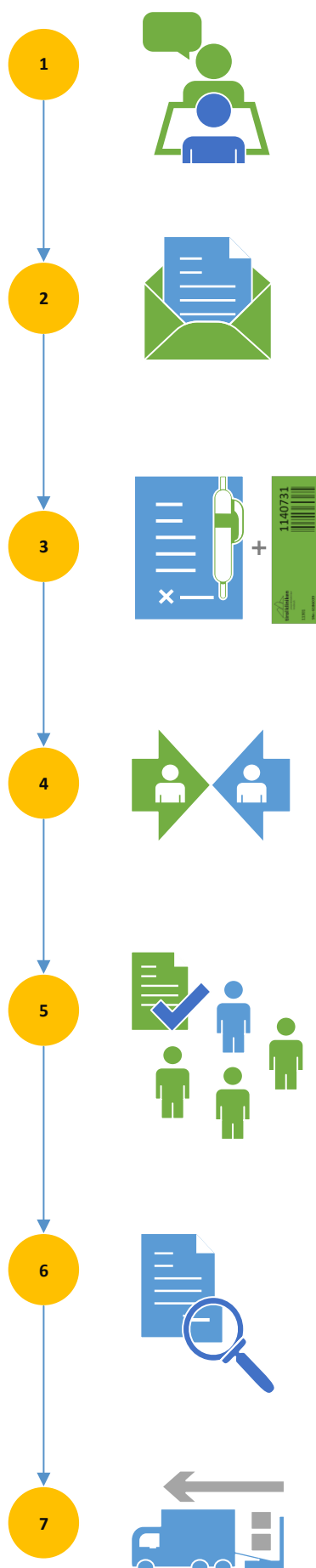
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User and lender will discuss the lending of a medical device.

The medical devices contract of loan for use can be downloaded from the website <https://www.tirol-kliniken.at/page.cfm?vpath=standorte/landeskrankenhaus-innsbruck/leihgeraete>. Please select "Tirol Kliniken Standard-Leihvertrag für Medizinprodukte-Leihstellungen". It will open a German-language template document for a contract. Please read the contract carefully and send the completed and signed contract to [lki.geraete-uebernahme@tirol-kliniken.at](mailto:lki.geraete-uebernahme@tirol-kliniken.at). This is the email address of the department for incoming medical devices.

The submitted contract will be reviewed by the department for incoming medical devices. Possible costs will be subject to an approval by the division administration (e.g. lease costs or costs for consumables). Once the contract is agreed, the device can be sent to the department for incoming medical devices, which will tag it with a green sticker showing a unique equipment number.

The lender can now hand the registered device to the user.

The lender is responsible for training the user in the correct use of the device. A record of the training has to be delivered to the department for incoming medical devices. Subsequently, users can use the device within the rules provided by Austrian laws and regulations, specifically the Medizinproduktegesetz (MPG) and the Medizinprodukte-Betreiberverordnung (MPBV), which concerns medical devices and their operation.

The lender is responsible for monitoring how long the device is being borrowed. If the lending duration is extended, the lender has to notify the department for incoming medical devices by email: [lki.geraete-uebernahme@tirol-kliniken.at](mailto:lki.geraete-uebernahme@tirol-kliniken.at).

Once the contract ends, or upon premature retrieval of the device, the lender is obliged to inform the department for incoming medical devices: [lki.geraete-uebernahme@tirol-kliniken.at](mailto:lki.geraete-uebernahme@tirol-kliniken.at).

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