EQUIPMENT RELEASE FORM

If partial trainers, equipment and/or simulators, which are checked out or taken offsite, are not accompanied by simulation personnel at all times, and have a value of $2500 or greater, an Equipment Release Form must be completed for each item.

Checkout is only for educational purposes and not for diagnostic or personal use.

By signing this release form, I accept responsibility for the simulation center equipment and/or simulator. All manikins and equipment must be stored in its proper case when not in use. All manikins, simulators and equipment must be cleaned and inspected prior to returning the equipment to the simulation center. If damage to the manikin or equipment occurs during your possession, a full disclosure is required to the simulation center director or Executive Director of the Simulation Program.

I have read the following 2 policies regarding check-out of equipment:
SIM OP 90.020 – Checkout of Equipment/Partial Trainers/Supplies
SIM OP 90.055 – Offsite Simulation-Based Activities

List the item requested: __________________________________________

Name of individual requesting equipment: _______________________________

E-mail address of individual requesting equipment: _______________________

Organization/Agency/TTUHSC School/Dept: ______________________________

Date(s) item is requested: __________________________________________

_________________________________ _________________
Signature of person requesting equipment Date

_________________________________ _________________
Executive Director or center director signature Date

To be filled out by simulation personnel:
Tag#________________________
Estimated cost of item being requested: _________________________________
Pre-checkout/offsite assessment of equipment stating condition: ________________
Post-checkout/offsite assessment of equipment stating condition: ________________

SD/SB/JJ
Adopted: 10/2016
Revised: 5/2/19