** Clinical Skills Education Centre**

Centre for Medical Education

Queen’s University Belfast

**TEMPORARY LOAN REQUEST OF CSEC EQUIPMENT FOR MIPS**

On occasion, equipment may be temporarily borrowed from CSEC. This is on the basis that the equipment will be used for non-profitable teaching, will be carefully looked after and returned in the same state as it was borrowed. Note that:

1. We do not loan equipment for student self-directed learning
2. We do not permit the use of any sharp equipment

|  |  |
| --- | --- |
| **Name of responsible Student borrowing equipment** |  |
| **Student email address** |  |
| **Event / activity that equipment is being used for** | MIPS |
| **Where will this event be taking place?** |  |
| **LIST OF EQUIPMENT TO BE LOANED** |
| **APPROVED ITEMS FOR BORROWING:** | **NUMBER OF ITEMS REQUESTED** |
| Peak flow metersSphygmomanometer/stethoscopeCombination KitsTape measuresGlow Germ Kits |  |
| **State Date & Time equipment to be collected****(note if this is unsuitable, CSEC staff will get back to you with alternative date/time)** | Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **State Expected Return date and time of equipment** | Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I undertake to report any equipment in the event of it being lost or damagedStudent Borrowers signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PLEASE RETURN COMPLETED FORMS TO Ray Lam (****r.lam@qub.ac.uk****) and CSEC (****csec@qub.ac.uk****)**

|  |
| --- |
| **COMPLETION BY CSEC STAFF** |
| **Date equipment returned to CSEC** |  |
| **Equipment returned in similar status?** | Yes / No *(If No – report to senior CSEC staff)* |
| **Signature** |  | **Date** |  |

Version 1 18 Oct 2022