

**Hartford Hospital**  
**Medical Supplies and Equipment Program**  
**Policies and Procedures**  
Hartford Hospital  
Education and Resource Center  
560 Hudson Street, Hartford, CT 06102

**Purpose**

To provide Hartford Hospital employees with the proper sterile items necessary for medical mission trips.

**Supplies and Equipment**

The supplies that are available for use are constantly changing, depending on what is taken and donated. However, the following are some types of available supplies: trace packs, sutures, casting equipment, LMA's, anesthesia, aseptos, syringes, gowns, gloves, dressings, etc. The options of what supplies are on offer will be based on what is available at the time; you will be informed of what is available when you submit a request form.

**How to Request Equipment**

If you are planning a mission trip and would like to have the use of items from the medical supplies and equipment program, please fill out the following form. Once submitted, the program coordinator will be notified and will contact you shortly thereafter.

<https://globalhealthcenter.wufoo.com/forms/medical-supplies-request-form/>

Note: A person is allowed to take equipment only once a year.

**Notice Before Equipment is Needed**

It is preferable to request supplies at least 2 months before they are needed for a trip. This way, if certain equipment is not available, it allows time to try to acquire them.

**Contact**

If you have any questions regarding this policy, please contact the program coordinator:  
Timothy Gregus - [timothygregus@gmail.com](mailto:timothygregus@gmail.com)

# Medical Supplies Request Form

Name

Profession

Location of Mission

What is the purpose of this trip and what organization are you going with?

What supplies do you need?

What are the dates when you will be needing this equipment?

Have you ever borrowed equipment before?

- yes
- no

If yes, when?

Are you interested in participating in some way in the Center for Global Health?

- yes
- no

If yes, which group/groups?

- Domestic Health
- Medical Missions
- Partnerships