**Canberra Health Services**

**Procedure**

**ACT Equipment Loan Service**

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| Purpose |

This procedure defines eligibility for the ACT Equipment Loan Service (ELS); the governance of the service; the types of equipment supplied through the service; the ownership of equipment; delivery, collection, cleaning and maintenance of equipment; supply of items to palliative care clients and relationship to the ACT Equipment Scheme (ACTES).

The ACT Equipment Advisory Committee has governance to ensure equity and provision in allocation of equipment, equipment stock volume and procurement of equipment in line with current best practice principles. This service will be accessible to appropriately referred and eligible clients in the community setting free of charge.

The service provides equipment for clients /carers to maintain independence within the home as prescribed by allied health professionals.

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| Scope |

This procedure applies to all prescribers to the ELS and clients/carers. In the context of this document the term prescribers refers to allied health professional or registered nursing staff qualified to adequately access and instruct the client and/or carer accessing the service.

Equipment is not provided to clients for inpatient use, or residents in high care residential facilities such as an Aged Care Residence.

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| Section 1 – Governance |

## 1.1 Eligibility

To be eligible for a short term equipment loan from the ACT ELS clients must be:

* Community clients living in the ACT
* ACT and NSW residents on discharge from public hospitals such as the Canberra Hospital, Calvary Public Hospital, and the University of Canberra Public Hospital
* ACT residents on discharge from private hospitals such as Calvary Private Hospital, Calvary John James Hospital, and National Capital Private Hospital
* ACT and NSW residents presenting at the Emergency Department of the Canberra Hospital and/or Calvary Hospital who require loan equipment to prevent a hospital admission.

**Note**:

In addition short term visitors to the ACT may also be assisted if stock levels are sufficient. Equipment provision in such cases must be appropriately prescribed by their allied health professional.

## 1.2 Roles & Responsibilities

The ELS will be administered by the Coordinator of Oxygen and Equipment Services, Rehabilitation, Aged and Community Care (RACC) Administration Staff, Senior Stores Supervisor (SSS), and Health Service Officers (HSO).

Referrals are received at the Village Creek Centre from appropriate prescribers (please see Attachment 1 Prescribers List). All referrals received must be completed on the ELS Referral Checklist and contain all the relevant information. They can be either faxed or emailed and will be registered on the ACT Patient Administration System (ACTPAS) and Managing Equipment Schemes and Loan Services (MES@Ls) systems by the administration staff.

## 1.3 Staffing

The ELS office is open Monday – Friday from 8.30 am until 5.00 pm, and Saturday - Sunday from 11.00am - 12.00 noon. HSOs provide a delivery/collection service in the ACT community, seven days a week. The service does not operate on Good Friday or Christmas Day.

## 1.4 Location

The ELS is located at the Village Creek Centre, 37 Kingsmill Street Kambah ACT 2902.

The phone number is 6207 0658 and the fax number is 6205 2604 or email EquipmentLoanService@act.gov.au

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| Section 2 – Referral Process |

Referrals must be provided in written format by appropriately qualified allied health professional (please see Attachment 1 Prescribers List).

The referral must identify all relevant client and equipment information required for supply.

Incomplete referrals **will not** be processed, and returned for further information before equipment is supplied.

**Note**:

ELS and RACC administration staff are not appropriately qualified to recommend items of equipment for loan and will not do so.

The ELS Checklist must be completed and contain all of the following information before it can be processed:

* Prescribers details in full including contact details
* URN number (if known)
* Client details in full including weight
* Equipment requirements/specifications including the full description of the item/s including seat width and height adjustments etc.
* Clear indication if the client is under the Community Specialist Palliative Care Services (CSPCS)
* Referred by the Rapid Response Team
* Discharge from the Emergency Department
* Completed Checklist for the Provision of Hospital Beds/Recliners/Patient Lifter to be attached to the referral form
* Date the equipment is required
* It is recommended that 24 hoursnotice be provided before the collection of equipment
* Hospital discharge date if relevant
* Identifying who will be collecting the equipment (i.e. client /carer or prescriber).

It is recommended that equipment be collected from the Village Creek Centre.

If the equipment **must** be delivered, this service is provided in the ACT only and the full address and two phone contact details must be provided.

## 2.1 Prioritisation

* Referrals will be accepted by fax, email or delivered to the office by the prescriber
* Priority in relation to equipment allocation and delivery will be given to referrals received by the CSPCS Team, Rapid Response Team and urgent referrals received from hospitals to facilitate discharge.

## 2.2 Processing Referrals

* Referrals received from prescribers which advise discharge dates will be processed according to these dates
* Once the information has been entered on the MES@Ls system by administration staff the equipment will be allocated to the requisition by the SSS
* The prescriber will be contacted if the equipment has been allocated, wait listed or is not stocked by the service. In circumstances where the requested equipment is not a stock item the prescriber will be required to access the equipment from an alternate source
* A loan agreement will be generated by the SSS and the client/carer or prescriber will be contacted to arrange collection/delivery for the prescribed items of equipment as requested by the prescriber.

## 2.3 Procedural statement for clients presenting at the ELS with no referral

Administration staff will advise the client of the process: all clients/carers who require equipment to loan will need to obtain a referral from an appropriately qualified prescriber as per the prescribers list. If the client has no referral, administration staff will provide advice and the contact details for Community Health Intake (CHI) on 6207 9977 or refer the client back to their prescriber.

Once a completed ELS Referral Checklist has been received, the equipment will be allocated and a loan agreement will be generated for a three month loan for the equipment requested. Once complete the client/carer/prescriber will be contacted to arrange collection/delivery of the equipment.

## 2.4 Who can prescribe to the Equipment Loan Service?

**Note**:

Please see Attachment 1 Prescribers List

* Prosthetists can prescribe a wheelchair if they are seeing a client who is required to leave their prostheses for repair
* Palliative Care Nurses can prescribe equipment specifically for palliative care clients.

## 2.5 Equipment List

**Note**:

Please see Attachment 2 Equipment List

The range of equipment includes, but is not limited to:

* Hospital beds
* Powered recline/lift chair
* Hoists/slings
* Pressure care including mattresses and cushions
* Bathroom aids
* Manual wheelchairs
* Mobility aids
* Portable ramps
* Bariatric equipment.

## 2.6 Community Specialist Palliative Care Services (CSPCS)

Items of equipment stored in Equipment Services which have been purchased with the Palliative Care Equipment Project funds and donations are specifically for use of community Palliative Care clients only.

The range of equipment includes:

* Hospital beds
* Mattress overlays and pressure relieving cushions
* Powered recline/lift chair
* Manual wheelchairs and mobility aids
* Portable ramps
* Bathroom aids

This equipment is appropriately marked for Palliative Care use only. This loan is not limited to the three month loan period; it will be reviewed every six months in consultation with CSPCS team.

## 2.7 Eligibility

Patients must meet **all** criteria for assessment by the CSPCS team.

1. The patient is a resident of the ACT
2. The patient has a terminal condition (see definitions)
3. The patient / family has one of the following:
* Complex pain or symptoms requiring specialist interdisciplinary team management and/or after hours support
* A level of emotional distress or social problems associated with the disease or prognosis that requires substantial interdisciplinary team support
* The caregiver/s or family experience problems associated with the bereavement that require interdisciplinary team support
* A poor prognosis (anticipated median survival < 3 months) requiring End of Life Care.

ELS staff will ensure that the loan agreement is marked to Palliative Care in the MES@Ls system. This equipment will be allocated on a long term basis and will not generate reminder notices. These loan agreements will be confirmed with CSPCS team on a six monthly basis to ensure the client and equipment list is current. Palliative Care will liaise with the Coordinator of the Oxygen and Equipment Services to ensure continuity of care for clients discharged from Palliative Care who still require the equipment.

A checklist is also required with the referral to ELS to determine access into the home for items such as the setup of powered hospital beds, hoists/lifters and recline/lift chairs.

This must be completed before delivery is arranged.

## 2.8 Administrative Requirements

Referrals will be processed immediately. Clients/carers or prescriber will be contacted by the SSS to inform them the equipment has been allocated, waitlisted or not available and to make arrangements regarding the collection/ delivery of the equipment prescribed.

Large items such as hospital beds, powered recline/lift chairs, hoists, monkey bars and bed/chair raisers are provided in line with the prescribers’ recommendations.

## 2.9 Outcome Statement

Palliative Care clients are given priority for equipment to aid a prompt discharge from hospital/ hospice to return to the home. Priority is also given to the collection of the equipment.

## 2.10 Rapid Response Referrals

Rapid Response referrals via Community Care are to be clearly marked and will be prioritised.

**Eligibility**

In accordance with the Community Care eligibility guidelines to ensure clients living in the community remain safe at home and prevent a hospital admission.

**Administrative requirements**

Referrals will be processed immediately. Clients/carers or prescriber will be contacted by the SSS to inform them the equipment has been allocated, waitlisted or not in stock and to make arrangements regarding the collection/ delivery of the equipment prescribed.

Large items such as hospital beds, powered recline/lift chairs, hoists, monkey bars and bed/chair raisers are provided in line with the prescribers’ recommendations.

**Outcome statement**

Rapid Response clients are given priority in relation to equipment allocation and delivery if required to maintain independence and safety in the home.

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| Section 3 – Canberra Hospital and the University of Canberra Public Hospital ELS Equipment Store |

The equipment located at the Canberra Hospital and University of Canberra Hospital (UCPH) is accessible by approved prescribers (Attachment 1) and will be utilised only to facilitate discharge when the equipment is required ‘out of hours’ or when the ELS based at the Village Creek Centre cannot provide the requested equipment in a timely manner. It does not replicate or replace services provided by ELS.

These procedures apply to Equipment Services staff and all Health staff with approved access to the ELS Canberra Hospital and / or UCPH Equipment Stores.

The Canberra Hospital Equipment Store is located Level 1, Building 3, Canberra Hospital. Key access is available from the security office near the main entrance. The UCPH Equipment Store is located at the West End Road entrance to UCPH.

An email request must be forwarded by the prescriber/Allied Health Assistant (AHA) from the Occupational Therapy and Physiotherapy Departments to the SSS to re-stock the equipment store.

ELS will re-stock the equipment store on Tuesday & Thursday each week if required.

## 3.1 Target Group

Equipment is available for patients where their discharge:

* Will occur with less than 24 hours notice and where equipment delivery cannot be arranged by ELS within this time
* May be compromised due to inability to collect equipment from ELS at the Village Creek Centre prior to discharge
* Will occur over a weekend or public holiday and delivery of equipment cannot be arranged through the ELS weekend services.

Equipment required for home visits and/or trials will not be provided by the Canberra Hospital or the UCPH Equipment Stores. Equipment for this purpose is only available through ELS at the Village Creek Centre.

## 3.2 Procedure

1. The Coordinator of Oxygen and Equipment Services will manage supply of clean and maintained equipment to the storage areas and the access rights for approved prescribers to the Canberra Hospital and the UCPH Equipment Stores.
2. The ELS Canberra Hospital and the UCPH Equipment Stores will only be accessible by authorised staff, as determined by the Coordinator of Oxygen and Equipment Services.
3. All equipment removed from the ELS Canberra Hospital and the UCPH Equipment Stores requires completion of the ELS Referral Checklist located on the clinical forms register.
4. The ELS Referral Checklist must be fully completed by the prescriber with all the details and emailed to the Village Creek Centre.
5. The prescriber will complete and document on the referral checklist that:
6. The prescriber has assessed the client and has the required qualifications to prescribe this equipment
7. Education will/has been provided to the client and/or other relevant users (e.g. carers) on the safe and appropriate use of the recommended equipment.
8. The prescriber taking the equipment is responsible for completing the ELS referral form and entering the barcodes for the equipment taken from the store. Failure to follow the procedure will deplete stock available in the store as ELS will not be aware of the equipment taken. Therefore replenishment of equipment will not occur.
9. Equipment in the ELS Canberra Hospital and the UCPH Equipment Stores must not be used for patient discharges where the patient has not had a complete assessment to determine they can use the prescribed item(s) appropriately, this will ensure clients safety.
10. ELS will not be responsible for any issues relating to Work Health and Safety, manual handling and staff safety.
11. The completed referral form must be emailed to EquipmentLoanService@act.gov.au and entered into ACTPAS and MES@Ls by the administration team.

## 3.3 Access to equipment

**Normal Business Hours**

1. ELS at the Village Creek Centre should be contacted during normal business hours 8:30am – 5:00pm for all equipment enquiries in the first instance.
2. The provision of equipment to facilitate discharge will be attended to by ELS staff from the Village Creek Centre wherever possible.
3. Patients/carers/family members will be encouraged to collect equipment for discharge in person from the Village Creek Centre.
4. Equipment for delivery will require a minimum of 24 hours notice to ensure this can be completed.
5. All Canberra Hospital and the UCPH staff will, wherever possible, refer to ELS and arrange delivery/collection of equipment from Village Creek Centre prior to discharge.
6. It is expected that access to the ELS Canberra Hospital and the UCPH Equipment Stores during normal business hours will only occur if standard business processes and resources have been investigated and exhausted.

**Access to equipment outside normal business hours**

Access to the ELS Canberra Hospital and the UCPH Equipment Stores will be provided to prescribers and AHA on a needs basis. This will be monitored by the Coordinator of Oxygen and Equipment Services.

The ELS referral form must be completed in full for all equipment taken and faxed to 6207 2604 or emailed to the EquipmentLoanService@act.gov.au.

Non-compliance will result in the store room not being restocked.

## 3.4 Replacement of equipment

The ELS Canberra Hospital and the UCPH Equipment Stores will be restocked on Tuesdays and Thursdays, when required.

Existing stock will be assessed by the AHAs and the required list of equipment will be emailed to the SSS through the ELS inbox before 2pm on the preceding day. The store will be restocked on Tuesday and/or Thursday depending on demand.

## 3.5 Returned (unclean) equipment

The ELS Canberra Hospital Equipment Store is available to provide clean equipment in order to facilitate discharge. It is not an operational ELS area and there is no capacity to store returned (unclean) equipment or undertake any cleaning / maintenance process.

No returned (unclean) items will be accepted at The Canberra Hospital Equipment Store. All equipment must be returned to the Village Creek Centre for cleaning, repairs and maintenance.

Any returned (unclean) equipment to UCPH will be cleaned on site by the HSO team.

## 3.6 Responsibility of ELS

* To maintain appropriate stock levels
* To provide clean equipment in working order
* To receive emailed or faxed ELS Referral Checklist and enter them into ACTPAS and MES@Ls.
* To follow up on the return of all items based on the completed paperwork provided by the prescriber.

## 3.7 Equipment held in the Stores

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| **Equipment Type** |
| Forearm support frame |
| Seat walker with handbrakes |
| Rollator frame with skis |
| Shower chair |
| Shower stool |
| Over toilet frame |
| Toilet surround |
| Manual wheelchair |

## 3.8 Equipment not available at the Canberra Hospital or UCPH Equipment Stores

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| Pressure relieving equipment |
| Powered hospital beds and pressure care mattresses |
| Hoists and slings |
| Powered recline/lift chairs |

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| Section 4 – Equipment / Asset Management |

## 4.1 Equipment Cleaning and Maintenance

All equipment available for issue from ELS will be:

* cleaned
* inspected to ensure all welds, joints and mechanisms are safe
* maintained to meet Infection Control and manufacturers standards.

Staff will follow the *Healthcare Associated Infections procedure*, found on the policy register, and the following section relating to the cleaning and maintenance of equipment. Personal Protective Equipment (PPE) is provided to all staff and must be worn at all times. A copy of the Safety Data Sheets (SDS) are available for reference, these are updated annually by the SSS.

**Administrative Requirements**

All returned equipment will be cleaned and checked thoroughly by the HSO staff before it is returned to stock for issue.

All electrical equipment will be tested and tagged after each use in line with the AS/NZS 3760:2010 Guidelines. Equipment deemed to be defective or unsafe will be removed from stock and tagged with an Out of Service safety tag until repairs have been completed by the Clinical Technology Service (CTS). The SSS and the Coordinator of Oxygen and Equipment Services will determine if equipment considered beyond repair by CTS can be written off and disposed of. A register will be maintained by the SSS to ensure an accurate record of the equipment disposal.

**Modifications of Loaned Equipment**

ELS will not allow any modifications to be made to loaned equipment.

**Donated Equipment**

The ELS cannot accept donated equipment.

**Manual Handling and Equipment Storage**

Staff will maintain annual manual handling training and follow the *Work Health & Safety Policy*.

## 4.2 Cleaning and Maintenanceof Equipment

**Personal Protective Equipment**

The PPE to be used for all cleaning procedures includes:

* Gloves
* Safety boots
* Respiratory mask
* Safety glasses

**PPE must be donned prior to any cleaning and/or maintenance activities.**

**Equipment Cleaning Cycles**

Cleaning products used in the equipment cleaning cycle are:

* Whiteley Viraclean hospital grade disinfectant cleaner
* Omo Matic
* AquaPhase (AQ)
* AQ-220 Prewash Degreaser
* AQ-2400 Cleaning Solution
* AQ-280 Rust Inhibitor Rinse Aid
* AQ-300 Sanitiser
* AQ-725 Deliming Solution
* Wash cycles are 3, 5 or 7 minutes

Refer to the SDS for each cleaning product before using for the first time.

**Manual Handling, Mobility and Seating**

* Spray with Viraclean using pressure spray
* Scrub equipment individually and thoroughly with scouring pad
* Hot rinse with the hose provided to remove all suds
* Move to drying area
* Stack/store in warehouse appropriately

Electric Stand Assist/Recline Chairs.

* Ensure all wheels of the recliner, base frame and pockets are clean and in good condition
* Spray Viraclean over all panels of chair
* Ensure sides of seating have been cleaned, vacuum if necessary
* Ensure recliner has full range of movement – recline and lift
* Replace battery
* Test and Tag certification is required, place an alert tag on chair and organise a Test and Tag assessment.
* Check item’s barcode and label is clear and visible
* Visually check that all steps are complete, chair is cleaned to standard and place back into stock for reissue

**Pressure Care Covers and Slings: (All machine washed)**

* All cycles have one cap of Omo Matic
* Cushions Covers
* Special Delicate Plus Cycle – 59mins, 60 degrees, 1000 revs
* Slings
* Cotton Delicates – 1 hour and 5 mins, 40 degrees, 700 revs

**Bathroom and Wheelchair: AquaPhase Cleaning Machine**

* Spray the items with the AQ-220 Pre Wash Degreaser including spokes, wheels and brakes etc.
* Use scouring pads and plastic brushes to remove soil
* Remove all legs on bathroom and toilet aids
* Place in machine, close and secure chamber door
* Select wash cycle – 3, 5 or 7 minutes
* Push START
* Open chamber door remove items place in drying area
* Replace all legs on bathroom and toilet aids
* Stack/store in warehouse appropriately
* Storage Stackable Heights:
* Shower stools no more than 7
* Shower chairs no more than 5
* Over toilet frames no more than 5

## 4.3 Vehicle Operation, Cleaning and Maintenance

The delivery vehicle will be regularly cleaned and maintained to meet infection control requirements and to ensure provision of this service.

A vehicle with a defect that renders it unsafe to drive or which may cause mechanical damage must NOT be driven and this will be reported to the Coordinator of Oxygen and Equipment Services immediately.

**Personal Protective Equipment**

Staff are to use the PPE provided to clean the vehicle.

**Procedure**

An inspection of the ELS van internally and externally to ensure roadworthiness will be completed daily by the nominated driver and driver’s aid.

The driver will:

* Sign out vehicle keys and the mobile phone at the start of the day
* Perform a check of the vehicle including:
* Fuel
* All lights
* Brakes
* Tailgate loader
* Tyres
* External panels
* Enter their PIN at the beginning and end of run
* Ensure the van contains:
* A box of latex examination gloves
* Bottles of antiseptic hand rub
* A tub of Tuffie Sani Cloth wipes
* The appropriate tools for the deliveries and collections for the day, (e.g. allan keys and spanners for equipment that need assembling and disassembling, bed holders for the transport of beds and strapping for securing equipment in transit)
* At the end of each run (morning and afternoon) the van will be swept out and sprayed with Glen 20. This is recorded by the HSO (driver) on the Daily Van Cleaning Checklist and kept by the SSS
* The van is diesel and must never be allowed to run out of fuel
* The fuel level will be checked by the driver at the start of every delivery run. The driver is responsible for ensuring the van is always fuelled. The van will not be returned with a fuel level lower than a quarter of a tank. The driver doing last run Friday will ensure the tank is full for weekend staff
* Tyre pressure will be checked for all five tyres at least monthly while filling the tank This will be noted in the ELS van maintenance sheet
* When fuelling the tank, the windscreen will be cleaned and the windscreen washer reservoir will be checked to ensure it is full
* To maintain infection control standards, schedule deliveries and collections to ensure deliveries are completed before collections commence
* If a collection has to be done before all deliveries have been completed, segregate an area in the van to separate dirty from clean
* The carrying compartment of the van will be washed out every Friday with an antibacterial cleaner
* The outside of the van will be washed monthly
* At the end of every run, all rubbish within the van (including latex gloves) will be disposed of appropriately
* Client paperwork will be provided to Senior Stores Supervisor immediately upon return from all delivery runs
* The driver must sign in vehicle keys and phone at the end of the day
* The driver/Senior Store Supervisor will monitor the odometer to ensure scheduled servicing is completed as required.

The ELS Vehicle Operation and General Condition Checklist will be carried out weekly by the SSS or HSO and the original will be provided to the Coordinator of Oxygen and Equipment Services. This will be maintained in an official file in the ELS office. Please see Attachment 3 Vehicle operation & General Condition Checklist.

The Vehicle Monthly Safety Checklist, found at [clinical forms register](http://acthealth/c/healthintranet?a=glob&object=1407974553) , will be carried out monthly by the SSS and/or HSO and provided to the Coordinator of Oxygen and Equipment Services. This will be maintained in an official file on the Q drive.

## 4.4 Mobile Phone

The ELS mobile phone will be used to ensure effective communication within the team.

**Procedure**

1. All staff in ELS who use the mobile phone must read the *Mobile Communication Devices Management and Use Policy*, found on the policy register, and sign off on compliance.
2. Staff assigned to perform deliveries will sign out the mobile in the morning prior to commencement of the delivery/collection service for the day; this book is located in the ELS office.
3. At completion of deliveries, staff will sign the mobile back in.
4. SSS, HSO and administration staff will keep in contact as required to provide a prompt service to the ACT community and a safe working environment for delivery staff.

The mobile phone is for business use only; the staff member who signs for the items will assume responsibility for its correct use and safekeeping. It will not be used for personal calls or text messaging. The number will not be given out externally as a contact – it is only for daily work purposes only.

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| Implementation  |

* Available for staff to access on the policy register on Sharepoint.
* Communicated to staff through staff meetings.
* Incorporated into the orientation of new staff to ELS.

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| Related Policies, Procedures, Guidelines and Legislation |

**Policies**

* Health Directorate Waste Management Policy
* Work Health and Safety Policy
* Mobile Communication Devices Management and Use Policy
* Clinical Records Management Policy

**Procedures**

* CHHS Healthcare Associated Infections Clinical Procedure
* Specialised Wheelchair and Postural Seating Service Procedure
* ACT Equipment Scheme Procedure
* Commonwealth Home Support Program Equipment Scheme

**Legislation**

* *Health Records (Privacy and Access) Act* 1997
* *Human Rights Act* 2004
* *Work Health and Safety Act* 2011

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| Definition of Terms  |

ACT – Australian Capital Territory

ACTES - ACT Equipment Scheme

ACTPAS - ACT Patient Administration System

AHA – Allied Health Assistant

AQ – Aqua Phase 3000 Cleaning Machine

CHI – Community Health Intake

CSPCS – Community Specialist Palliative Care Services

CTS – Clinical Technology Service

ELS - Equipment Loan Service

Health – refers to the ACT Government Health Directorate

HSO – Health Service Officer

MES@Ls – Managing Equipment Stores and Loan Systems

PPE – Personal Protective Equipment

RACC – Rehabilitation Aged and Community Care

SDS –Safety Data Sheet

SSS – Senior Store Supervisor

UCPH – University Canberra Public Hospital

WH&S – Work Health & Safety

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| Search Terms  |

Prescriber, Equipment, Short term loan, Loan, ELS, ACTELS

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| Attachments |

Attachment 1 – Prescribers List

Attachment 2 – Equipment List

Attachment 3 – Vehicle operation and general condition checklist

**Disclaimer**: *This document has been developed by Canberra Health Services specifically for its own use. Use of this document and any reliance on the information contained therein by any third party is at his or her own risk and Canberra Health Services assumes no responsibility whatsoever.*

*Policy Team ONLY to complete the following:*

|  |  |  |  |
| --- | --- | --- | --- |
| *Date Amended* | *Section Amended* | *Divisional Approval* | *Final Approval*  |
| *15/11/2017* | *Complete revision* | *Linda Kohlhagen, ED RACC* | *CHHS Policy Committee* |
| *12/06/2020* | *Template and document updated to reflect current organisational structure* | *Policy Team Leader* | *Co-chair CHS Policy Committee*  |

*This document supersedes the following:*

|  |  |
| --- | --- |
| *Document Number* | *Document Name* |
| *10-68* | *ACT Equipment Loan Service Equipment Returned Without Barcoding* |
| *1.1* | *ACT Equipment Loan Service Canberra Hospital Equipment Store* |
| *RACC 12-007* | *ACT Equipment Loan Service Policy* |

## Attachment 1 – Prescribers List

|  | **Occupational Therapist** | **Physiotherapist** | **Registered Nurse** | **Palliative Care Nurse** |
| --- | --- | --- | --- | --- |
| Bathroom |  |  |  |  |
| Bath board | ✓ |  | ✓ | ✓ |
| Bath bench – standard and sliding | ✓ |  |  | ✓ |
| Bath grip | ✓ |  |  |  |
| MYCO swivel bather | ✓ |  |  |  |
| MYCO shower swivel chair | ✓ |  |  |  |
| Over bed table | ✓ |  | ✓ | ✓ |
| Over toilet frame | ✓ |  | ✓ | ✓ |
| Shower chair | ✓ |  | ✓ | ✓ |
| Shower stool | ✓ |  | ✓ | ✓ |
| Shower tray | ✓ |  |  | ✓ |
| Stool - Perching | ✓ |  |  | ✓ |
| Throne accessory | ✓ |  |  |  |
| Toilet seat raiser  | ✓ |  | ✓ | ✓ |
| Toilet surround | ✓ |  | ✓ | ✓ |
| Bedroom |  |  |  |  |
| Backrest | ✓ |  |  |  |
| Bed – powered hospital | ✓ |  |  | ✓ |
| Bed/chair raisers, elephant foot raisers | ✓ |  | ✓ | ✓ |
| Bed rail  | ✓ |  |  |  |
| Bed cradle | ✓ |  |  |  |
| Bed stick – single pole  | ✓ |  | ✓ | ✓ |
| Seating |  |  |  |  |
| Chair - hilite | ✓ |  | ✓ | ✓ |
| Chair - utility | ✓ |  | ✓ | ✓ |
| Chair – powered recline/lift | ✓ | ✓ |  | ✓ |
| Commode beside  | ✓ |  | ✓ | ✓ |
| Commode mobile (shower/toilet) | ✓ |  | ✓ | ✓ |
| Footstool | ✓ |  |  | ✓ |
| Manual Handling |  |  |  |  |
| Hoists/slings | ✓ | ✓ | ✓ | ✓ |
| IV Pole | ✓ |  | ✓ | ✓ |
| Monkey bar | ✓ |  |  |  |
| **Mobility** |  |  |  |  |
| Canadian crutches |  | ✓ |  |  |
| Gutter crutches |  | ✓ |  |  |
| Forearm support frame |  | ✓ |  |  |
| Seat walker |  | ✓ |  | ✓ |
| Tri walker |  | ✓ |  |  |
| Walking frames |  | ✓ |  |  |
| Rollator |  | ✓ |  |  |
| Traymobile |  | ✓ |  |  |
| Pedal exerciser |  | ✓ |  |  |
| Wheelchair | ✓ |  | ✓ | ✓ |
| Wheelchair ramps | ✓ |  |  | ✓ |
| Transfer board | ✓ | ✓ |  | ✓ |
| **Pressure Care** |  |  |  |  |
| Heel protectors | ✓ |  | ✓ | ✓ |
| Cushions | ✓ |  | ✓ | ✓ |
| Mattresses | ✓ |  | ✓ | ✓ |

## Attachment 2 - Equipment List

The ACT Equipment Loan Service (ELS) provides access and equity in provision of short term loan equipment. This service will be accessible to appropriately referred and eligible clients in the ACT community.

**All items are loaned free of charge.**

***Not all items are always available as they may be out on loan.***

|  |  |
| --- | --- |
| **Seating*** powered recline/lift
* utility adjustable height
* hilite adjustable height
 | **Monkey bar*** free standing
 |
| **Bath board** | **Over bed table*** adjustable height
 |
| **Hospital bed*** powered, single hi lo, head elevation, knee break, monkey bar and bed rails
 | **Over toilet frame*** adjustable height
* splashguard
 |
| **Bed/chair raisers, elephant foot raisers*** 50cm
* 100cm
 | **Shower chair*** with arms
* adjustable height
 |
|  **Bed rail*** drop side
 | **Shower commode*** attendant propelled
* self propelled
* tilt in space
 |
| **Bed cradle*** fixed frame
* adjustable
 | **Shower stool*** with arms
* backrest
* adjustable height
 |
| **Bed stick** * cobra single pole
 | **Toilet seat raiser*** 50cm
* 100cm
 |
| **Commode chair*** bedside
 | **Toilet surround*** height adjustable
 |
| **Crutches*** canadian
* gutter
 | **Transfer bench*** standard
* sliding
 |
| **Cushion*** high
* medium/high
* medium
* low/medium
* low
 | **Mobility aid*** seat walker pushdown brakes
* seat walker handbrakes
* tri walker
* rollator with skis
* forearm support frames
* folding /non folding frames
 |
| **Hoists/slings*** standard
* standing
 | **Wheelchair*** self-propelled
* transit
* amputee
* tilt in space
 |
| **Kitchen stool*** adjustable height
* with arms
 | **Wheelchair ramps*** 1.2 metre
* 2 metre
* 2.5 metre
* 3 metre
 |
| **Bariatric Equipment*** bathroom
* mobility
* pressure care
* seating
* wheelchair
 |  |

## Attachment 3 – Vehicle operation and general conditions checklist

**Report on the general operation and condition of vehicle in question**

**LEGEND**

**Pass (Condition is satisfactory) Fail (Condition is unsatisfactory)**

**If a fail is recorded note down the reason for the assessment in the “General Comments” area, and record in the W&HS and Vehicle Risk Register.**

**WORKPLACE LOCATION:**

**DATE OF INSPECTION:**

|  |
| --- |
| **LIGHTS** |
| Check operation and visibility of: |
| Headlights |  |
| Parking lights |  |
| Hazard lights |  |
| Brake lights |  |
| Reverse lights |  |
| Registration lights |  |
|  |
| **BRAKES AND WARNINGS** |
| Check operation and condition of: |
| Handbrake – loose, not holding |  |
| Brake pedal – firm, loose or noisy |  |
| Horn |  |
| Brake operation – noise or shudder present |  |
|  |
| **INTERIOR** |
| Check condition and state of: |
| ‘No Smoking’ signs displayed prominently |  |
|  Internal cleanliness |  |
| Cargo barrier secure and in place |  |
| Safety belts in good order |  |
|  Upholstery and trims in good order |  |
|  |
| **EXTERIOR** |
| Check condition and operation of: |
| Check for body damage |  |
| Check windscreen for cracks, chips and cleanliness |  |
| Check windscreen wipers condition |  |
| Check washer jet position |  |
|  |
| **TYRES** |
| Check condition of: |
| Tyre tread – excessive or uneven wear |  |
| Tyre profile – punctured, buckled or perished |  |
| Tyre pressure’s – including spare |  |
|  |
| **FIRST AID KIT, SUNSCREEN, INSECT REPELLENT** |
| Check contents and condition of: |
| Contents assessed in compliance with First Aid Code of Practice |  |
| Container and contents clean and orderly |  |
| Expiry dates checked |  |
| Out of date items disposed of and recorded |  |
|  |
| **ENGINE / ELECTRICAL** |
| Check level and condition of: |
| Engine oil |  |
| Brake and clutch fluid  |  |
| Radiator coolant |  |
| Washer fluid |  |
| Battery |  |
| Drive belts |  |
| Operation of electrical instruments – radio, wipers, lights |  |
|  |
| **GENERAL COMMENTS – Including detail on faults identified:** |
|  |
|  |

**Checklist completed by:**

**Delivery Driver Drivers Aid Supervisor**