

ACCESS CLINIC

ROLES & RESPONSIBILITIES

Health and Safety – All

- Practice regular hand washing and drying pre and post clinic
- Wear appropriate Personal Protective Equipment (PPE) when required as per health and safety guidelines
- Advise ACCESS Clinic Administrator prior to clinic of any health and safety risks
- Assessor/Caregiver/Whānau to assist with lifting and positioning client as needed

Client & Support Person / Caregiver / Whānau

- Consent for ACCESS Clinic service involvement
- Participate in the clinic assessment, and clinic appointment discussions
- Participate in the discussion of identifying the equipment suitable for trial
- Discuss with the EMS Assessor regarding your decision of the best option for you
- Discuss with the EMS Assessor if you are dissatisfied with the outcome of the assessment / trial process
- Use and maintain the equipment provided by Accessable and Ministry of Health (MOH) following the training and guidelines supplied by the EMS Assessor

EMS Assessor

- Provide a complete EMS Advice and pre-referral documentation to ACCESS Clinic to allow appropriate screening and planning
- Actively participate in the clinic's physical assessment and note taking regarding the discussion of the equipment for trial
- The EMS Assessor has the ability to action any requests with the relevant accreditation for equipment for their client at any time and this timeframe is not reliant on the ACCESS Clinic appointment or receipt of ACCESS Clinic Outcome Summary - refer to bullet point above. The safety of the client always remains with the EMS Assessor.
- Complete all of the relevant funding processes as per the EMS Manual and ensure trial equipment return to supplier is timely and in good condition
- Has the overall responsibility for equipment outcomes to ensure client safety and function is achieved

Supplier

- Representative is invited to attend clinic to support with specialist knowledge of the trial products
- Confirm equipment requested for trial will be available on the day of the clinic
- Advise EMS Assessor and client of trial guidelines and time frames and assist with trial setup
- Provide quotations to the EMS Assessor and estimated time for delivery for equipment as required

ACCESS Clinic

- Triage and review referrals, and coordinate clinic appointments to meet MOH contract requirements
- Provide support and advice to the EMS Assessor and the client during assessment and trial process
- Facilitate use of refurbished equipment stock for trial if suitable
- Assist with the coordination of technical and/or supplier support at clinic