

SANTÉ MANITOUWADGE HEALTH POLICY AND PROCEDURE MANUAL	
DEPARTMENT: PUBLIC PERSONELL	POLICY/PROCEDURE NO.: IV-259
DISTRIBUTION: Organizational	DATE OF ISSUE: 08/13
SUBJECT: AODA - Patient Owned Electrical Equipment for In-Hospital Use	REVISION DATES: 09/15., 11/16, 08/17, 6/18, 10/19

Policy Statement

Santé Manitowadge Health’s (SMH) policy, "Patient-Owned Electrical Equipment for In-Hospital Use", is consistent with Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Accessibility Standards for Customer Service, Ontario Regulation 429/07. Additionally, the policy is consistent with the principles of customer service i.e. dignity, independence, integration and equal opportunity.

SMH encourages the use of personal assistive devices whenever possible to improve access to hospital services.

Purpose

To maximize patient and staff safety and meet the criteria of the Canadian Standards Association (CSA) adopted by the hospital.

Policy

All patient-owned electrically operated equipment (e.g., motorized wheelchairs/scooters, fans, radios) shall receive a safety inspection by the maintenance department prior to being used in the hospital. The only exception to this policy is personal electric razors.

Definition(s)

Patient Owned Electrical Equipment: Any electrical item brought in by patient/family for the patient's personal use during their stay.

Patient Owned Electrical Equipment for In-Hospital Use

Procedure

1. Advise the patient/family of the mandatory hospital requirement for the safety inspection of any patient-owned electrical equipment brought into hospital for personal use. The item **MUST NOT** be used until this safety inspection is completed and item passes the inspection.
2. Unit staff will ensure the item is clearly marked with the patient's name and Room.
3. Maintenance personnel will transport the item to the inspection area upon notification. Where possible, the item will be inspected immediately.
4. Maintenance department will mark the item with an inspection sticker when the item passes inspection.
5. Maintenance department personnel return the item to the unit when item is inspected.
6. If the item has not passed inspection, the maintenance personnel will inform the patient's nurse who will discuss this with the patient and ensure the item is clearly labeled as failed inspection and ensure it is sent home as quickly as possible.
7. Staff is accountable to ensure they know their responsibilities when utilizing patient-owned electrical equipment, including safety measures.