

TITLE

MANAGEMENT OF ASSISTIVE EQUIPMENT & TECHNOLOGYSCOPE

Provincial: Continuing Care

DOCUMENT

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NOTE: The first appearance of terms in bold in the body of this document (except titles) are defined terms – please refer to the Definitions section.

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OBJECTIVES

- To outline Alberta Health Services' (AHS) commitment and responsibilities in continuing care to promote the safe use and maintenance of **assistive equipment** and **technology**, as defined by the *Continuing Care Health Service Standards* (CCHSS), used by **health care providers** in the provision of **patient** care.

APPLICABILITY

Compliance with this document is required by all Alberta Health Services employees, members of the medical and midwifery staffs, Students, Volunteers, and other persons acting on behalf of Alberta Health Services (including contracted service providers as necessary).

ELEMENTS**1. Points of Emphasis**

- 1.1 This Directive provides guidance to health care providers on assistive equipment and technology, as defined by the CCHSS, and which are not licensed and classified as **medical devices** under the *Food and Drugs Act* (Health Canada).
 - a) Refer to the AHS *Medical Device Safety Policy Suite* for direction on the procurement, maintenance, training, use, repair and reporting of unsafe or broken medical devices (including non-critical and reusable medical devices as defined by the CCHSS).
- 1.2 This Directive provides guidance to health care providers on assistive equipment and technology owned by AHS and assistive equipment owned/leased by the patient.

2. AHS Accountable Leader Responsibilities

- 2.1 An AHS **accountable leader** shall establish, implement and maintain processes for the:
- a) identification and reporting of unsafe assistive equipment and technology owned by AHS and used by health care providers in the provision of patient care;
 - b) maintenance and documentation of AHS owned assistive equipment and technology including:
 - (i) regular routine maintenance for the purposes of general upkeep in accordance with the manufacturer's recommendations; and
 - (ii) regular preventative maintenance and repairs for addressing wear and tear or sudden failure of equipment components.
- 2.2 An AHS accountable leader shall establish, implement and maintain processes for the identification and reporting of any unsafe assistive equipment owned/leased by the patient and used by health care providers in the provision of patient care.

3. Health Care Provider Responsibilities

- 3.1 Health care providers shall follow the patient care plan and/or established processes (e.g., manufacturer's recommendations and those developed by the accountable leader as outlined in Section 2 above) on the use and maintenance of assistive equipment and technology used in the provision of patient care.
- a) For AHS owned assistive equipment and technology the appropriately designated health care provider shall:
 - (i) perform regular routine maintenance, as required, including cleaning/disinfection in accordance with infection prevention and control recommendations;
 - (ii) document regular routine maintenance in accordance with established processes;
 - (iii) observe any signs that the assistive equipment or technology is not in safe working order; and
 - (iv) report, flag and/or remove any unsafe assistive equipment or technology from service in accordance with the *Recognizing and Reporting to Hazards, Close Calls and Clinical Adverse Events* Policy Suite and established processes.
 - b) For assistive equipment owned/leased by the patient, the appropriately designated health care provider shall:

- (i) follow the patient care plan and established processes for cleaning/disinfection, storage, and other care as required (e.g., charging batteries);
 - (ii) observe any signs that the assistive equipment is not in safe working order;
 - (iii) report, flag and/or remove any unsafe assistive equipment from service in accordance with the *Recognizing and Reporting to Hazards, Close Calls and Clinical Adverse Events Policy Suite* and established processes; and
 - (iv) document education provided to the patient / family regarding any identified safety concerns on the patient's health record.
- c) Health care providers should provide education to the patient / family on their role in maintaining patient owned / leased equipment and communicate any identified risks or safety concerns.
- (i) For unaddressed risks or safety concerns (i.e., hazards) follow the *Recognizing and Reporting to Hazards, Close Calls and Clinical Adverse Events Policy Suite*.

DEFINITIONS

Accountable leader means the individual who has ultimate accountability to ensure consideration and completion of the listed steps in the management of the *Management of Assistive Equipment & Technology Directive*. Responsibility for some or all of the components of management may be delegated to the appropriate level responsible administrative leader, but accountability remains at the senior level.

Assistive equipment means equipment that allows a Patient to maintain mobility and independence, and complete activities of daily living and instrumental activities of daily living.

Health care provider means any person who provides goods or services to a patient, inclusive of health care professionals, staff, students, volunteers and other persons acting on behalf of or in conjunction with Alberta Health Services.

Medical device means an item, whether used alone or in combination, including software, intended by the manufacturer for use on patients, for any of the following purposes:

- a) diagnosis, prevention, monitoring, treatment, or alleviation of, or compensation for of a disease, an injury or handicap;
- b) investigation, replacement, or modification of the anatomy or of a physiologic process; and/or
- c) control of conception.

Note: At AHS, and related entities, "Medical Devices" are generally referred to as either "Equipment" or "Product" to correspond with the functional work streams (acquisition,

maintenance, and risk management processes) associated with equipment (maintained medical devices) or product (consumable medical devices and surgical instruments).

Patient means an adult or child who receives or has requested health care or services from Alberta Health Services and its health care providers or individuals authorized to act on behalf of Alberta Health Services. This term is inclusive of residents, clients and outpatients.

Technology means technology that allows for automatic and continuous real-time monitoring for emergencies or Technology that supports patients and their caregivers in completing activities of daily living and instrumental activities of daily living.

REFERENCES

- Alberta Health Services Governance Documents:
 - *Medical Device Safety Policy Suite*
 - *Recognizing and Reporting to Hazards, Close Calls and Clinical Adverse Events Policy Suite*
- Non-Alberta Health Services Documents:
 - *Continuing Care Health Service Standards [CCHSS] (Alberta)*
 - *Food and Drugs Act (Health Canada)*

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