



### **How we are going to run the program:**

- Any high tech system and/or equipment that requires an evaluation via a SLP needs to be checked out through the SLP, they are the one to actually check it out.
- All other equipment can be checked out by PALS, their families or the MDA.
- See inventory list for equipment/items that must be checked out by SLPs only.
- Have them sign and date when the system needs to be returned. Have them fill out the borrowers form.
- When equipment is returned the xh's employee or volunteer must check equipment index card to make sure all of the parts of the equipment/system are returned (i.e. cords, plug-ins, accessories, etc..).
- Check equipment for damage and if there is damage to an item keep record on damage report document.
- Keep record of borrowers and damage forms in office.
- We will start with just SLIERS and IERH for a 3 month period so we can work out kinks.
- If the SLP okays it and the patient sign the borrower's contact, the patient can borrow the equipment for the allotted 14 days.
- Have SLPs check out technically advanced equipment early to become better acquainted with the system.