



Dear Facility Administration and/or Caregiver/Family Member,

A resident/client/patient of your facility or person under your care is scheduled to attend a consultative Occupational Therapy appointment at the Health Sciences Centre. We have prepared the following information and expectations to assist you in planning for this consultation and to ensure the visit is the most productive and positive experience for the individual as possible:

1. Please make plans to ensure the resident/client/patient is ready to proceed with the consultation at their designated appointment time as delays may result in an appointment needing to be rescheduled. Further to this, whatever transport service is used to transport the resident/client/patient for our services, they should be booked to be retained on site and available for the entire duration of the expected visit. When the appointment is complete, the resident/client/patient must leave the area at the completion of the appointment so we can assist the next patient waiting.
2. When your resident/client/patient arrives at our site they will require skilled supervision or caregiver present at all times. This supervision must be provided by your facility or caregivers.
3. Your facility will be required to arrange any skilled assistance necessary to assist the individual to perform any required activities of daily living that would need to be completed, including, but not limited to toileting, feeding and transferring. The supervisor and/or assistant(s) must have sufficient knowledge of the individual's capabilities and medical conditions and have sufficient physical ability and skill that they can manage care of this individual on their own.
4. Site space and access to specialized facilities and equipment for performing some care tasks is limited. If accommodations/space is required to provide care for the individual prior to, during or following their appointment, this needs to be identified in advance to determine if we can support this.
5. Post consult care instructions may be required and the facility staff or caregiver you send should be capable of and prepared to receive the education and relay this to your facility for follow-up by the appropriate personnel.
6. If extensive travel is required, arrangements should be made for meals and elimination activities for your resident/client/patient as well as your staff. We do not have staff to support staff breaks, perform care to your resident/client/patient, etc. so this should be factored in your overall transportation plan.
7. Although your resident/client/inpatient will only be here for a relatively brief session and not being admitted, pertinent information regarding patient condition including an interfacility transfer sheet should accompany the facility staff, in addition to ACP status paperwork. Should a code or other untoward event occur, we need the most current information available for our responders.

If you have any questions regarding this information, please contact our Department at 787-2786.