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| **Approval Authority** | David Braines-Mead  Acting Chief Executive Officer | | | |
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# Policy Statement

This policy introduces the ownership, transfer and portability of the Territory Equipment Program (TEP).

# Policy Purpose

The TEP aims to provide prescribed items of assistive technology to assist eligible residents of the Northern Territory with a permanent or long-term functional impairment, to enhance their safety and independence, and to assist them to live and participate in their community.

This policy has been developed to transition the former Disability Equipment Program (DEP) to a service model for the provision of assistive technology for people with a disability, within a contemporary service system model and within existing funding.

# Policy Details

## Responsibilities

All staff have a responsibility to familiarise themselves with the TEP policies and procedures.

## Policy content and Implementation

Items of assistive technology are provided to eligible clients on long-term loan and therefore remain the property of the TEP, with the exception of:

* permanently installed home modifications which become the property of the owner of the premises;
* in instances where the client contributes 50 percent or more towards the cost of the item; or
* in instances where ownership has been transferred as agreed in writing between parties.

Any financial contribution (less than 50 percent) made by the client towards the purchase or repair of any items does not entitle the client to ownership or part ownership of that item (refer TEP PO-5 Client Contribution Policy).

Items of assistive technology no longer required or suitable for the client must be returned to the TEP.

Where a client relocates between regions within the Northern Territory, the destination regional TEP Work Unit will take over responsibility for the item.

## Transfer to TEP

The TEP will consider taking ownership of an item of assistive technology from private consumers or third parties upon request. The consumer for whom the item of assistive technology was prescribed must be eligible for the TEP.

The TEP will not take over ownership of an item of assistive technology that is beyond its economic life or is not an item normally supplied by the TEP. Decisions will be made based on client needs, predicted repair and maintenance costs of the item and the most cost-effective way of ensuring the client continues to benefit from the type of item supplied.

If TEP agrees to take ownership of an item, the equipment management procedures outlined in the TEP Policy and Procedure Manual apply as if TEP had provided the original item.

## Transfer from TEP

Where a client is no longer eligible for TEP assistance, they must return the TEP item.

In situations where a third party may take responsibility for the item, such as a client entering an Aged Care Facility as a High Level Care resident or be eligible and receive services/support through another funding body, the TEP will consider transfer of ownership to the third party. Discretionary arrangements may be considered for items that have customisation or have been custom made.

The TEP will not fund any further repairs and maintenance for items transferred to a third party.

1. **Moving Intrastate/Interstate and Overseas.**

TEP clients must notify the TEP if they intend to move intrastate, interstate or overseas. TEP clients relocating intrastate/interstate or overseas are permitted to take items of assistive technology that are vital for their mobility and activities of daily living, including items that have been customised. The TEP will not cover the cost of relocation for items of assistive technology and is not responsible for any future maintenance or repair costs. TEP Approved Prescribers can assist a client moving interstate with items of assistive technology by contacting the relevant interstate equipment scheme. The regional TEP Work Unit will liaise with the relevant interstate equipment scheme to assist with the transfer ownership to the interstate scheme.

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| Quality Assurance | | |
|  | **Method** | **Responsibility** | |
| **Implementation** | Document will be available for all staff via the PGC. | PGC Administrators | |
| **Review** | TEP policies - review every three years  TEP procedures – review annually to ensure continuous quality improvement. | Senior Manager Community Allied Health & Aged Care, TEHS | |
| **Evaluation** | Adverse events will be recorded in the patient’s clinical notes and Riskman. | Senior Manager Community Allied Health & Aged Care, TEHS | |
| **Compliance** |  |  | |

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| Key Associated Documents | |
| **Key Legislation, By-Laws, Standards, Delegations, Aligned & Supporting Documents** | TEP Policy and Procedure Manual  National Portability Protocol  Aids and Equipment Moving Interstate Guidelines/Principles  TEP GL TEP Glossary |
| **References** |  |

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| Definitions, Acronyms and Alternative Search Terms | |
| Term | Description |
| **Customisation** | Assembly or adaptation of an existing item, by a person who is not the manufacturer, for an individual client. Customisation may change the character or structure of the item but does not change the intended purpose. |
| **Custom made** | Production of an item to specific design characteristics from a prescription for an individual client. |

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| **National Safety and Quality Health Service Standards** | | | | | | | |
| cid:image001.jpg@01D658ED.D030F090  Clinical Governance | cid:image002.jpg@01D658ED.D030F090  Partnering with Consumers | cid:image003.jpg@01D658ED.D030F090  Preventing and Controlling Healthcare Associated Infection | cid:image004.jpg@01D658ED.D030F090  Medication Safety | Comprehensive care icon  Comprehensive Care | cid:image006.jpg@01D658ED.D030F090  Communicating for Safety | cid:image007.jpg@01D658ED.D030F090  Blood Management | cid:image008.jpg@01D658ED.D030F090  Recognising & Responding to Acute Deterioration |
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