

The John W. Keys Speech and Hearing Center is located on the University of Oklahoma Health Sciences Center campus. The clinical faculty is composed of certified Speech-Language Pathologists from the Department of Communication Sciences and Disorders within the College of Allied Health. Graduate interns in speech-language pathology evaluate and treat patients under the direct supervision of the clinical faculty.

**PURPOSE:**

The purpose of the John W. Keys Speech and Hearing Center Assistive Technology Center is to offer individual one or more assistive technology devices to help facilitate informed decision making regarding device utilization and/or purchase. Additionally, the demonstration and evaluation process will help an individual determine which tools are most appropriate.

**POLICY:**

1. Equipment available through the John W. Keys Assistive Technology Center will be used for short-term loans, demonstration, evaluation for appropriate device, or for self-familiarization of device usage.
2. The Assistive Technology Center at John W. Keys is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. Scheduled appointments are preferred to best meet consumer needs. If the consumer does not have an appointment, staff will do everything possible to accommodate. If no one is available to do an evaluation and/or demonstration, it will have to be scheduled at a later date. Requests for equipment demonstrations may be made by a person with a disability, a family member, an advocate or service provider (e.g. therapist, teacher, rehabilitation counselor.)
3. All individual information remains confidential; files are stored in locked areas as well as a password protected database. John W. Keys Speech and Hearing Clinic obtains consent before releasing any consumer information or photographs.
4. Some devices available for loan may require specialized support for their use, therefore, the person requesting the loan may be asked to identify someone who will provide support during the loan period. Support persons may include vocational rehabilitation counselors, teachers, occupational therapists (OT), physical therapists (PT), speech language therapists (SLP) or home health staff, etc.
5. The borrower agrees to comply with any limitations that may be part of the loan, such as no copying of software.
6. The borrower agrees to pay for any damage due to negligence.

7. All borrowers are encouraged to contact John W. Keys Speech and Hearing Clinic if they have difficulties with the AT device(s) during the loan period.
8. The length of most device loans is two weeks.
9. Anyone who has failed to comply with the conditions of previous loans will NOT be considered for additional loans until a positive plan for future compliance is presented to and approved by the program coordinator.
10. Failure to comply with the stated conditions will subject the borrower to all applicable legal action.
11. Not all Assistive Technology tools that are available for demonstration are available for loan through the John W. Keys Assistive Technology Center.
12. The John W. Keys Speech and Hearing Clinic and AT Center will remain locked when not in use.

#### **PROCEDURES:**

1. Prior to loan, the consumer must demonstrate their potential ability to successfully use the equipment. If the consumer is unable to use the assistive technology tools, a referral for training will be made.
2. An agreement will be signed by the borrower. This agreement will be provided to the consumer in his/her preferred format.
3. The consumer agrees to return the borrowed equipment either on or before 2 weeks from the loan origination date. John W. Keys reserves the right to employ any and all means necessary to retrieve equipment not voluntarily returned by the consumer on or before the 14<sup>th</sup> day of loan.

#### **Inventory:**

1. Inventory of equipment will be done by the Program Director on a quarterly basis in the months of January, April, July, and October and submit that information ABLÉ Tech in Stillwater, OK.
2. The most current inventory list will be maintained by the Program Director maintaining that list and keeping it up to date with items available for check-out and items that are checked out to clients.
3. The Program Director will also be responsible for submitting all reports and success stories as required by the MOA Partner agreement with ABLÉ Tech as well as attending the yearly meeting.