

Holland Bloorview Kids Rehabilitation Hospital	Manual Standard Of Care	Cluster Interprofessional
	Theme Service Delivery	Number 00439
Consent for the Involvement of Vendors		

Purpose
<p>This standard of care outlines the intent, purpose and procedure for obtaining informed consent to involve vendors in supporting the equipment/technology needs of clients and families.</p> <p>The intent of this standard of care is to ensure that providers, as part of providing assessment, treatment or consultation, are obtaining informed consent from families to involve vendors in a consistent and comprehensive manner.</p>

Standard
<p>Definitions:</p> <p>Conflict of Interest: Refer to Conflict of Interest Policy 00270</p> <p>Equipment: Includes device/adaptive equipment to enhance participation and/or function in daily activities (for example, communication device, mounting, mobility equipment, transfer equipment, bathroom equipment, home renovations, van modifications, orthotics, adapted recreation equipment, etc.)</p> <p>Informed Consent: Refer to Consent to Treatment Policy 00350</p> <p>Provider: Clinical staff, including the referral source, or intake coordinators who would be assisting with scheduling or communicating the vendor choice</p> <p>Vendor: A company that sells equipment or provides a service (e.g. wheelchair, computer, communication device, mounting equipment, home/vehicle modifications, etc.)</p> <p>Service: Consultation, repairs, or adaptations/modifications regarding equipment</p> <p>Standards:</p> <p>Follow policy on informed consent (Consent to Treatment Policy 00350) Ensure college standards are met regarding consent, conflict of interest, documentation etc. Follow Assistive Devices Program (ADP) policies and procedures where applicable Follow policy on disclosing information (Confidentiality and Release of Personal Health Information Policy 00566) Follow policy on documentation (Documentation Policy 00336)</p>

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Procedure:

Prior to Involving a Vendor

When obtaining consent to involve a vendor in the assessment process, the provider must promote the client's choice of vendor.

When discussing the need to involve a vendor for equipment or service, the provider:

- describes the need for the equipment/service
- provides a list of vendors that could meet the need (commercially available and/or custom solutions).
- provides information and education on equipment offered
- describes the roles and activities of the vendor in the process
- describes the nature of any relationship that may exist between the provider and the vendor
- indicates when the client has a choice of vendor and that their decision would not affect the professional relationship between the client and the provider

Once client has consented to vendor involvement, the provider:

- describes how the vendor will be involved in the assessment, intervention and follow-up processes
- describes to client how personal information will be shared and with whom
 - o indicate the specific information to be disclosed to the vendor that is required to meet the need (e.g. diagnosis if applicable)
 - o indicate who the information will be shared with (e.g. sales representative and support staff)
- obtains verbal consent for the disclosure of information as per [Confidentiality and Release of Personal Health Information Policy 00566](#)

Documentation:

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- Consent to involve vendor will be documented in the client's electronic health record

Developed in Consultation With:

- Manager of Risk and Privacy
- OT Collaborative Practice Leader

References:

Holland Bloorview Policies and Procedures (see HB Connect)

[Health Care Consent Act 1996](#)

[Assistive Devices Program Policies and Procedures Manual](#)

[College of Occupational Therapists of Ontario Standards](#)

Reviewed and Approved by:

OT Practice Council

PT Practice Council

Therapeutic Recreation and Life Skills Practice Council

SLP Practice Council

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Prosthetics and Orthotics Practice Council

Respiratory Therapy

Family leader

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Standards Lead	Issued Date
Joanne Maxwell	Jun 25, 2021
Committee Chair	Review Date
Joanne Maxwell	Jun 25, 2021

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Committee Member(s)	Review Date
Heidi Schwellnus	Jun 25, 2021
Lori Howell	Jun 25, 2021
Authorizer	Review Date
Diane Savage	Jun 25, 2021
Authorizer's Signature	