Winnipeg Regional Health Authority | Office régional de la santé de Winnipeg

Assistive Technology

PRODUCTS AND SERVICES

Communication Devices Program
Roles and Responsibilities Form

Deer Lodge Centre (DLC)
2109 Portage Ave.
Winnipeg, MB R3J 0L3
Phone: (204) 831-3430
Fax: (204) 885-2524

NAME:_____ DATE: _____ PHIN: _____

Identified Communication Champion(s):

	Task	Who is Responsible
General Requirements		
	Contact CDP with any issues	
	Schedule appointments	
	Review/ update R&R if/ when client changes environment, or team transitions	
General Augmentative and Alternative Communication (AAC) System Requirements		
	Charge device	
	Transport device	
	Set-up device (including the following)	
	□ turn on/ off	
	□ put on mount	
	□ navigate to app	
	□ set-up access method	
	□ Other:	
Alternative Access Requirements		
	Ensure access method attached (wire, Bluetooth, etc)	
	Ensure access method turned on/ active	
	Ensure individual can use access method (switch, head mouse, eye tracking, etc)	
	Familiar with set-up	
Mounting Requirements		
	Ensure mount is secured in place	
	Ensure mount is correctly positioned	
	Ensure mount is clean (wipe daily, clean weekly)	
	Complete Mount Maintenance (as per attached document)	
Other Responsibilities (fill in the blanks below as needed)		

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Roles and Contact Information

ROLE	Contact Information (phone, email, fax)
Primary Contact/ Support	
Substitute Decision Maker	
Speech Language Pathologist	
Occupational Therapist	

Additional Team Members, please fill in the table below

ROLE	Contact Information (phone, email, fax)

Other information not captured elsewhere