



Appendix 5.3

Accessible MDE Implementation Planning Worksheet

The following plan will help guide your work to procure and provide accessible medical diagnostic equipment (MDE).

INSTRUCTIONS: Use this worksheet to guide your overall organizational/clinic plan for providing accessible MDE. For each of the questions below, select or complete all that may apply. The following could serve as a practical worksheet or a thought exercise for your implementation team.

GOALS FOR THIS PLAN:

(Examples: “We plan to focus on accessible medical diagnostic equipment in our outpatient clinics.”)

Leadership Support and Buy-In

Consider how responses to each question in this section may differ between service lines and locations.

WHICH members of leadership do you need support from? For what purpose?

WHAT charters, strategic plans, presentations, etc. do you need to create?

WHAT legal regulations/regulatory requirements must your facilities meet?

Implementation and Leadership Team

See Appendix 5.1 for examples of roles to include on your implementation team.

WHO will be on the team(s) for auditing, procuring, and installing accessible MDE?

WHO will be your champion(s)? How will this differ between clinic/locations/departments?

WHO will have final decision making capacity about specific manufacturers/makes/models that can be purchased?

WHAT other institutional partners will you need to engage?

HOW will you include people with disabilities on your team?

- Employee Resource Group
- Patient Advisory Committees
- Other:

WHAT is the team meeting structure and common goals?

Resources

**See Appendix 5.4: Costs and Funding for a list of potential costs and funding sources.*

WHAT budget(s) will fund new accessible MDE? Will you have:

- A centralized budget
- Project-specific budgets
- Budget to cover service contracts
- Other:

HOW will you identify resources needed?

- Internal
- External
- Other:

WHAT is the budget for:

- Procuring new accessible MDE?
- Accessories to make existing MDE accessible?
- Maintenance and repairs to accessible MDE?
- Costs associated with removing old or broken equipment?

WHAT sources are funding the project? Over what timeframe? What deadlines exist for requesting funding, if applicable?

- Internal, centralized budget
- Internal grant
- External grant
- Other:

Policy Writing

WHO will draft a compliance “roadmap”?

WHAT is the scope of the plan? Will this apply organization-wide or by clinic/location/department?

WHO will draft a procurement policy?

WHAT is the scope of the policy? Will it apply organization-wide or by clinic/location/department?

WHICH existing MDE procurement/replacement standards will you keep in your new policy?

WHAT new procurement/replacement standards will you include in your policy?

WHO will review policy drafts? Who will ultimately approve your policies? Is this the same of different people?

Accessible Medical Diagnostic Equipment

HOW many of each type of equipment will each clinic/location/department need?

WHAT accessible MDE models will replace existing inaccessible equipment?

HOW many of each equipment type will you order?

WHAT MDE accessories/add-ons will you order to make existing MDE compliant?

- Patient support rails (for most MDE used in supine, prone, side-lying, and seated position, including exam tables/chairs and treatment tables)
- Knee crutches for exam tables
- Handrails for standing scales
- Other(s):

WHAT accommodations items will you purchase to ensure equal access to non-accessible equipment?

HOW will you purchase equipment, accessories, and items needed for accommodations? In bulk, or per clinic/location/department?

WHERE will accessible MDE be located in each clinic? Are certain locations and/or exam rooms more accessible overall and an ideal location for accessible MDE?

For non-compliant locations with a designated accessible location, how will you remove barriers to ensure equal access to people with disabilities?

WHAT is the timeline for equipment replacement, installation, or modification?

WHAT are the workflows for installing accessible MDE in each setting, including who, what, and when?

WHAT are the workflows for maintaining accessible MDE in each setting, including who, what, and when?

WHAT is the process for removing old equipment? HOW will it be removed, where will it go, what are the costs, and who is responsible?

Methods for Implementing Accessible MDE

Note: This step will likely be an involved process to map out your process for ensuring patients actually receive care via accessible MDE.

HOW will patients be asked about their need for accessible MDE?

WHEN will patient be asked about their need for accessible MDE?

HOW will staff access information about patient MDE needs to prepare for appointments, including when extra staff are needed to assist with transfers and positioning?

WHAT workflows need to be assessed to ensure patients who need accessible MDE are scheduled and/or roomed where the equipment is located?

WHAT central resources (lists of available equipment, tip sheets, etc.) are available? WHAT needs to be created?

WHERE will patient needs/requests for accessible MDE be documented?

- HOW and WHERE will you document whether accessible MDE was used during the patient's visit?

WHAT is the escalation pathway if accessible MDE cannot be provided/used in real time?

WHO designs and updates workflows? (See Appendix 0.6: *Project Planning* in the General Resources Chapter for workflow examples.)

Training and Buy-In

HOW will you inform staff and clinicians that your organization introduced new or expanded availability of existing accessible MDE?

- Newsletters
- Presentations at staff meetings
- Email announcements
- Other:

HOW will you engage staff and clinicians and increase buy-in?

- Training
- Kudos
- Other:

HOW will you train staff and clinicians on what accessible MDE are available in their clinics/units?

HOW will you train staff and clinicians on how to use accessible MDE?

WHERE will training materials be located?

- Internal website
- Other:

HOW often will you provide training?

- New employee orientation
- Yearly
- Other:

HOW will you inform patients of available accessible MDE?

- Notice by placards/flyers at front desk, waiting room, exam rooms
- Communication during appointment scheduling
- Medical staff will communicate during visit
- Other:

Planning for Implementation and Evaluation

WHAT is your timeline for implementing accessible MDE?

HOW will you monitor and evaluate clinic/locations/departments' progress towards meeting scoping requirements?

HOW will you monitor or assess whether patients in need are receiving care via accessible MDE?

HOW often will you monitor your progress?

- Weekly
- Monthly
- Quarterly
- Other:

HOW will you monitor when to procure new accessible MDE that you currently do not have available?

HOW will you monitor the maintenance of accessible MDE?

HOW will you monitor whether your equipment aligns with federal, state, accreditation, or other standards?

- Work with your Disability Coordinator
- Work with your compliance office
- Other:

HOW will you continue to engage leadership in this work?

- Regular reporting of data
- Highlight positive patient stories
- Other:

HOW will you integrate the availability and use of accessible MDE into your organization's quality and safety priorities and initiatives?