

Loaner FM Policy

Title: Loaner FM Policy

Date first created: 1998

Revised: Nov 28, 2014

Approved By: Accessibility Committee

1.0 Policy Statement:

The FM Systems are kept in Audiology and are available to any Baycrest staff for a short-term duration as specified in the procedure below.

2.0 Background:

An FM System may be requested for use by Baycrest staff for clients who are participating in Baycrest programs. The FM System is an overnight loan only, as the systems have to be recharged when not in use.

3.0 Procedure:

- To request an FM System, staff are required to fill out a request form from the Audiology department with their name, phone #, the time the equipment is required for pick-up, the location of the event, the # of transmitters required, type of microphone (a lapel Mic or a Group Mic), the # of receivers, and the # of headsets.
- When picking up the equipment, staff are required to sign it out on the sheet provided and provide their cost center and GL numbers.
- In the event that the equipment is lost or damaged, the cost center on file is used to purchase a replacement.
- Returned FM systems must be signed in by a member of the Audiology staff.

4.0 Cross Reference Policies/Documents

Accessibility Policy

Loaner Pocketalker

Sign Language Interpreter Services for Audiology Clients