



EQUIPMENT FAIR PRESENTATION



Selecting equipment is like a box of chocolates.....



You don't know what you're getting... until you try them out.



Equipment Fairs

- Foster Clinician Buy-in
 - Educate Clinicians on what's available
 - Value Clinician opinions
 - Develop excitement and sense of importance
 - Promote a sense of the facility's commitment to staff well-being
 - Identify user friendly equipment
- Aid in selection of the right equipment for the job to be done



Pre-Equipment Fair Activities

- Decide on Equipment Fair Focus
- Coordinate Vendor Activities
- Coordinate Site Activities
- Coordinate Staff Activities



Decide on Equipment Fair Focus

- Which UNITS will be purchasing equipment?
- What are the risks associated with these Units?
- What types of EQUIPMENT do you want to focus on?
 - Impossible to have ALL vendors bring ALL products!
 - Depends on facility needs ...
 - Only powered lifts?
 - Only lateral transfer devices?
 - All patient handling equipment/aids?
- Develop list of vendors to invite
 - Use Equipment Resource Guide

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Coordinate Vendor Activities

- Contact Vendors with date and time
- Give vendors:
 - Facility contact list with phone & fax #'s and email addresses
 - Directions to facility and unloading area.



Coordinate **Vendor** Activities

- Determine vendors' needs
 - Display Space Requirements
 - Display tables, patient beds, wheelchairs, etc.
 - Loading/unloading requirements
 - Elevator/path to display area
 - Arrival/Set up & Breakdown time
 - Electrical Requirements - Outlets, Extension Cords
 - Special Equipment Requests
 - Process for Signing in with Security
 - More.....?



Coordinate **Site** Activities

- Reserve Room
 - Auditorium
 - Vacant Patient Room
- Contact Security
 - Advise of vendors comings & goings
 - Advise of Set-up & breakdown times
 - Discuss access to area - Need for key or person to open up room.



Coordinate **Site** Activities

- Contact Housekeeping
 - Set up Display room
 - Clean Display room
- Contact HRMS
 - Arrange for Sign-In sheets
- Contact Engineering for special electrical needs
- Contact Nursing to help coordinate nursing staff participation



Coordinate **Staff** Activities

- Promote the Event
- Invite Key Personnel
- Entice/Reward Participation
- Make it easy for staff to attend
- Explain purpose and survey process prior to Event
- Provide materials to complete survey easily



Coordinate **Staff** Activities

Promote the Event



- Promote to all staff, but emphasize in high-risk areas or units receiving equipment
- Communicate through email, posters/fliers, discussions at staff meetings, educating key personnel

Coordinate **Staff** Activities

Key Personnel



- Nursing Staff
- Nurse Managers
- Nurse Educators
- Administration
- Safety Personnel
- Occupational Health
- Union representatives
- Engineering
- Biomedical staff
- Back Injury Resource Nurses
- Outpatient Clinic Nursing Staff

