This form must only be completed for the basic equipment items listed on the form. Requests for customised or specialised equipment must be sent to the TAC for approval.

1. Client details

* Complete the client details.

2. Delivery details

* Only complete this section if different from the client details in section 1.

3. Order details

* Ensure that the date and time of the equipment order, hospital name, and proposed discharge time and date is specified.

4. Therapist details

* Complete therapist details so the equipment provider can respond directly if there are issues with the requested equipment, or if more information is required.

5. Level of urgency

* Ensure that the level of urgency is clearly marked. Please ensure that for any level 1 or 2 order that clinical justification is provided identifying why the patient’s safety or mobility is at risk or is compromised. Failure to provide this information may result in the order not being placed or delayed until clinical justification is provided.
* The equipment provider will notify the therapist via an *Equipment Service Plan* of the expected delivery date of the equipment. The *Equipment Service Plan* will be sent to the therapist via the details provided in Section 4 ‘therapist details’.

**6. Equipment request details**

* Only basic equipment items can be ordered using the *Hospital Direct Equipment Order Form*. Approval for customised or specialised equipment items must be obtained from the TAC.
* Tick the product description box relevant to the requested equipment.
* Tick the dimensions, product size and specifications box relevant to the requested equipment. Provide further detail where requested.
* **NOTE:** some items in the hygiene and bedding category may require installation. Please ensure that the ‘requires installation’ box is ticked.

**7. Hire items**

* Items under $300.00 should be considered for purchase unless your clinical opinion is that purchasing the item may cause the patient to develop a dependency on the equipment.
* Victorian public hospitals are exempt from purchasing items under $300.00, but may choose to do so if the clinical opinion is that it’s in the patient’s best interest.
* Please also consider the purchase of equipment if the hire is for an extended period of time and the hire cost will exceed the cost to purchase the item.
* Please ensure that the hire period time-frame, including the start and end dates, are clearly stated. **Please note hire can be extended at a future date.**

8. Customised equipment

* Customised or specialised equipment items cannot be requested on the *Hospital Direct Equipment Order Form*. Approval for these items must be obtained from the TAC.
* Please note that customised items should be requested for immediate use upon discharge.
* Requests for highly customised items, such as wheelchairs, toilet/shower/commode chairs, are not pre-approved and should be sent to the TAC on the *Equipment Prescription Form*.