

# Authorizer Roles and Responsibilities

Assistive Devices Program  
Ministry of Health

[ontario.ca/page/assistive-devices-program](https://ontario.ca/page/assistive-devices-program)

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# Authorizer Roles and Responsibilities

## Purpose

The Authorizer Roles and Responsibilities document is intended to provide general information to healthcare professionals who are:

- currently registered as an ADP Authorizer; or
- seeking to become registered as an ADP Authorizer.

For more information, health care professionals should refer to the following documents:

- the Authorizer Agreement;
- the Policies and Procedures Manual for the Assistive Devices Program (ADP Manual);
- the applicable device-specific policy and administration manuals; and
- Attachment A – Professions Eligible for Authorizer Status and Documentation Required.

In the event of any inconsistency between the Authorizer Roles and Responsibilities document and the Authorizer Agreement, the ADP Manual, the device-specific policy and administration manual, and/or Attachment A, the Authorizer Agreement, the ADP Manual, the device-specific policy and administration manual and Attachment A will prevail.

# Authorizer Roles and Responsibilities

## Background

The Program's mandate is to provide customer-centred support and funding to Ontario residents who have long-term physical disabilities and to provide access to personalized assistive devices appropriate for those residents' basic needs.

The ADP has designed this guide to provide an outline of roles and responsibilities for registered ADP Authorizers, based on the device category in which they are registered or seeking to be registered.

Authorizers who are also members of a regulated health college and/or professional association should also be aware of any additional requirements imposed by their respective regulatory college and/or professional association. Members of regulated health colleges may be subject to additional requirements under the *Regulated Health Professions Act, 1991*, as well as under any applicable health profession-specific Act (the *Nursing Act, 1991*, the *Audiology and Speech Pathology Act, 1991*, etc.).

# Authorizer Roles and Responsibilities

## **Roles of ADP Registered Authorizers**

Authorizers are the gatekeepers to the program and play a significant role in:

- providing applicants with accurate information about the Program;
- the assessment process;
- confirming the applicant's eligibility; and
- completing the application form.

The ADP must register a healthcare professional as an ADP Authorizer before they can:

- recommend ADP-approved assistive devices to eligible applicants; and
- complete the ADP application form.

To be registered as an Authorizer with the ADP, the healthcare professional must enter into an agreement (Authorizer Agreement) with the ADP.



# Authorizer Roles and Responsibilities

## **Responsibilities of ADP Registered Authorizers**

The Authorizer Agreement, the ADP Manual and the device-specific policy and administration manuals establish the terms and conditions under which an individual may be registered as an Authorizer with the ADP, as well as the circumstances under which the Authorizer Agreement may be terminated.

Under the terms and conditions of the Authorizer Agreement, the Authorizer must inform the ADP in writing of a change in the Authorizer's operating information such as legal name, professional name (if different from legal name), professional status, general mailing address (including email address) and authorizing locations (including business address). The Authorizer must notify the ADP within 10 days of the date on which the change occurs.

The Authorizer must keep the ADP apprised of their current place(s) of employment and business address(es) so applicants in the Authorizer's area are able to locate the Authorizer. Failing to inform the Program of such a change is contrary to the terms of the Agreement and may cause delays in the processing of applicants' ADP applications. Where an Authorizer fails to notify the ADP of such a change, the ADP may terminate the Authorizer's Agreement with the ADP.

Failing to inform the Program of such changes prevents the Program from providing accurate information to potential applicants about the Authorizers in their area.

To meet the needs of applicants eligible to receive funding from the ADP and to ensure Authorizers are accountable and maintain a good working knowledge of ADP policy and procedures, they must submit ADP applications on a regular basis in order to maintain their active registration status with the ADP.

The ADP will regularly review Authorizers to ensure that Program criteria, as provided for in the Authorizer Agreement, the ADP Manual, including the Conflict of Interest Policy, and the device-specific policy and administrative manual are met, thus ensuring an efficient and cost effective service.

If, as result of a compliance review, the ADP finds that the Authorizer has

contravened the Authorizer Agreement, the ADP Manual, the Conflict of Interest Policy and/or the device-specific policy and administration manual, the Program will take action, including terminating the Authorizer's ADP registration number. In addition, the Program may terminate the Authorizer Agreement in circumstances where the ADP has found that the Authorizer has violated the terms of the Authorizer Agreement.

# Authorizer Roles and Responsibilities

## Record Keeping

Accurate record keeping is essential. The Program may ask to see, at any time:

- the Authorizer's complete clinical notes, including clinical assessments to confirm the applicant's eligibility;
- verification of any follow-up visits;
- confirmation that the applicant has been provided a full list of ADP Registered Vendors in the applicant's community;
- confirmation that the Authorizer holds all the licenses, certificates, memberships and qualifications necessary to perform their obligations under the agreement;
- confirmation that the Authorizer is in good standing with their regulatory college or professional association, if applicable; and
- a complete copy of all application forms submitted to the Program.

Authorizers should understand the ADP will conduct periodic audits of all Registered Authorizers.

# Authorizer Roles and Responsibilities

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This guide addresses the roles and responsibilities of the following categories of Authorizers:

- 1.0 Audiologist
- 2.0 Dentist
- 3.0 Massage Therapist
- 4.0 Occupational Therapist
- 5.0 Ophthalmologist
- 6.0 Optometrist
- 7.0 Physiotherapist
- 8.0 Registered Nurse
- 9.0 Speech-Language Pathologist
- 10.0 Anaplastologist/Restorative Prosthetists
- 11.0 Certified Fitter
- 12.0 Hearing Instrument Specialist
- 13.0 Ocularist
- 14.0 Orthotist
- 15.0 Prosthetist
- 16.0 Specialist Teacher of the Blind
- 17.0 Vision Rehabilitation Worker
- 18.0 Rehabilitation Teacher
- 19.0 Orientation and Mobility Instructors
- 20.0 CCTV Authorizers
- 21.0 High Technology Visual Aids Authorizer

# Authorizer Roles and Responsibilities

## 1. Audiologist

The ADP must register an audiologist as an ADP Authorizer before they can:

- recommend ADP approved hearing devices to eligible applicants; and
- complete the ADP application form.

To become an Authorizer the audiologist must:

- hold a valid certificate of registration from the College of Audiologists and Speech- Language Pathologists of Ontario.

The audiologist must meet additional requirements (see the Hearing Devices Policy and Administration Manual) to become an Authorizer for the following devices:

- Cochlear Implant Replacement Speech Processors;
- Bone Anchored Hearing Aid Replacement Sound Processors; and
- Teletypewriters for the Deaf or Speech Impaired.

The audiologist must assess the applicant's status in person and recommend the appropriate device that best meets the applicant's basic needs.

Eligibility for ADP funding assistance is based on policies and criteria established by the Program. If it is determined that the applicant is eligible for ADP funding, the audiologist may complete the application form and submit it to the ADP for review.

## Registration Status

An audiologist registered with the ADP as an Authorizer must adhere to the terms and conditions specified in the Authorizer Agreement, the ADP Manual and the device- specific policy and administration manual(s) applicable to the device(s) they are authorizing.

To maintain their registration status with the ADP, an audiologist must maintain good working knowledge of ADP policies and procedures, and reliable device assessment skills. An audiologist who has authorized five or fewer devices over a two- year period will receive written notification that the ADP may terminate their Authorizer Agreement. An audiologist who wishes to appeal the notification should submit an appeal request in writing to the Program. The Program will notify the Authorizer in writing of the final decision regarding their registration status.

An audiologist must maintain an active status with the Program in order to be eligible to sign application forms and receive Program mailings. If the audiologist is not a member in good standing with the College of Audiologists and Speech-Language Pathologists of Ontario, the ADP will terminate their Authorizer Agreement. The ADP will confirm that the audiologist is in good standing with their regulatory college on an annual basis, unless the ADP has an alternative agreement in place with the college.

If the audiologist informs the Program of a leave of absence that will suspend authorizing duties, the ADP will change their authorizing status to "on leave".

The audiologist must send the ADP a letter explaining a change in status that will affect their authorizing duties to:

**Registration Unit**

Assistive Devices Program  
Ministry of Health  
5700 Yonge Street, 7th Floor  
Toronto, Ontario M2M 4K5  
Fax: (416) 327-8192

An audiologist who seeks to reinstate their active Authorizer registration status must send a request in writing to the Registration Unit at the above address.

**Roles and Responsibilities****Role of the Audiologist:**

- To inform the applicant and/or the agent about all applicable ADP policies, eligibility criteria, and procedures, so that the

applicant and/or agent can make an informed decision regarding the submission of an application to the Program.

- To recommend ADP approved hearing devices for eligible applicants based on the audiologist's thorough assessment of the applicant's hearing needs.
- To complete the application form.

### **Responsibilities of the Audiologist:**

The Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual (s) sets out the responsibilities of Registered ADP Authorizers. In particular, please note that in order to maintain an Authorizer's registration status with the ADP, the audiologist must comply with the following responsibilities:

- maintain a clear understanding of policy and procedures related to the Program and the categories for which they are registered;
- maintain a good working knowledge of devices authorized and knowledge of currently available products listed in the ADP device specific product manual(s);
- recommend devices only for applicants whom they have assessed in person and determined eligible for funding assistance based on ADP criteria;
- do not submit an application for funding assistance to the Program for an applicant who does not meet eligibility criteria established by the ADP;
- provide applicants with a list of ADP registered vendors serving their community and advise applicants to consider more than one vendor to compare options, service plans and, if relevant, prices;
- inform applicants about the price they should expect to pay

when purchasing a hearing device;

- explain additional costs the applicant can expect to incur when purchasing the hearing device;
- follow-up with the applicant after the authorized hearing device has been provided to ensure that the device meets the applicant's hearing requirements;
- abide by the ADP Conflict of Interest Policy;
- comply with the terms and conditions of the Authorizer Agreement, the Program Manual and any device-specific administration manuals, including those terms and conditions in relation to the release of personal information and personal health information by the Authorizer. Authorizers should also ensure that they are in compliance with all other applicable legislation, including the *Freedom of Information and Protection of Privacy Act*, the *Personal Information Protection and Electronic Documents Act, 2000* and the *Personal Health Information Protection Act, 2004*;
- notify the ADP of any or all changes in the audiologist's operating information;
- keep and maintain all records relating to the audiologist's activities and participation in the program;
- continue to meet all conditions specified in the Authorizer Agreement; and
- remain in good standing with their regulatory college.

## **Conflict of Interest**

The ADP defines a conflict of interest in the Conflict of Interest Policy, located in the ADP Manual. It may include situations in which a Registered ADP Authorizer, who determines applicant eligibility or refers applicants to a registered vendor,



accepts from that vendor any fee or amount, or receives any benefit from that vendor directly or indirectly. Authorizers should consult the Conflict of Interest Policy for additional details regarding conflicts of interest.

# Authorizer Roles and Responsibilities

## 2. Dentist

The ADP must register a dentist as an ADP Authorizer before they can:

- recommend ADP approved maxillofacial (intraoral and extraoral) prostheses to eligible applicants; and
- complete the ADP application form.

To become an authorizer for maxillofacial intraoral prostheses, the dentist must:

- hold a valid certificate from the Royal College of Dental Surgeons of Ontario to practice prosthodontics; or
- if a general dentist, hold a valid certificate from the Royal College of Dental Surgeons of Ontario and be experienced in the provision of maxillofacial intraoral prostheses.

To become an authorizer for maxillofacial extraoral prostheses, the dentist must:

- hold a valid certificate from the Royal College of Dental Surgeons of Ontario to practice prosthodontics.

The dentist must assess the applicant's status in person and recommend the appropriate device that best meets the applicant's basic needs.

Eligibility for ADP funding assistance is based on policies and criteria established by the Program. If it is determined that the applicant is eligible for ADP funding, the dentist may complete the application form and submit it to the ADP for review.

## Registration Status

A dentist registered with the ADP as an Authorizer must adhere to the terms and conditions specified in the Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual(s) applicable to the device(s) they are authorizing.

To maintain their registration status with the ADP, a dentist must maintain good

working knowledge of ADP policies and procedures, and reliable device assessment skills. A dentist who has authorized five or fewer devices over a two-year period will receive written notification that the ADP may terminate their Authorizer Agreement. A dentist who wishes to appeal the notification should submit an appeal request in writing to the Program. The Program will notify the dentist in writing of the final decision regarding their registration status.

A dentist must maintain an active status with the Program in order to be eligible to sign application forms and receive Program mailings. If the dentist is not a member in good standing with the Royal College of Dental Surgeons of Ontario, the ADP will terminate their Authorizer Agreement. The ADP will confirm that the dentist is in good standing with their regulatory college on an annual basis, unless the ADP has an alternative agreement in place with the college.

If the dentist informs the Program of a leave of absence that will suspend authorizing duties, the ADP will change their authorizing status to “on leave”.

The dentist must send the ADP a letter explaining a change in status that will affect their authorizing duties to:

**Registration Unit**

Assistive Devices Program  
Ministry of Health  
5700 Yonge Street, 7th Floor  
Toronto, Ontario M2M 4K5  
Fax: (416) 327-8192

A dentist who seeks to reinstate their active Authorizer registration status must send a request in writing to the Registration Unit at the above address.

## **Roles and Responsibilities**

### **Role of the Dentist:**

- To inform the applicant and/or the agent about all applicable ADP policies, eligibility criteria, and procedures, so that the

applicant and/or agent can make an informed decision regarding the submission of an application to the Program.

- To recommend ADP approved maxillofacial prostheses for eligible applicants based on the dentist's thorough assessment of the applicant's functional or medical need.
- To complete the application form.

### **Responsibilities of the Dentist**

The Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual(s) set out the responsibilities of Registered ADP Authorizers. In particular, please note that in order to maintain an Authorizer's registration status with the ADP, the dentist must comply with the following responsibilities:

- maintain a clear understanding of policy and procedures related to the Program and the categories for which they are registered;
- maintain a good working knowledge of devices authorized and knowledge of currently available products listed in the ADP device specific product manual(s);
- recommend devices only for applicants whom they have assessed in person and determined eligible for funding assistance based on ADP criteria;
- do not submit an application for funding assistance to the Program for an applicant who does not meet eligibility criteria established by the ADP;
- provide applicants with a list of ADP registered vendors serving their community and advise applicants to consider more than one vendor to compare options, service plans and, if relevant, prices
- inform applicants about the price they should expect to pay when purchasing a device;

- explain additional costs the applicant can expect to incur when purchasing the device;
- schedule follow-up visits with the applicant to ensure that the authorized prosthesis meets the applicant's needs;
- abide by the ADP Conflict of Interest Policy;
- comply with the terms and conditions of the Authorizer Agreement, the Program Manual and any device-specific administration manuals, including those terms and conditions in relation to the release of personal information and personal health information by the Authorizer. Authorizers should also ensure that they are in compliance with all other applicable legislation, including the *Freedom of Information and Protection of Privacy Act*, the *Personal Information Protection and Electronic Documents Act, 2000* and the *Personal Health Information Protection Act, 2004*;
- notify the ADP of any or all changes in the dentist's operating information;
- keep and maintain all records relating to the dentist's activities and participation in the program;
- continue to meet all conditions specified in the Authorizer Agreement; and
- remain in good standing with their regulatory college.

### **Conflict of Interest**

The ADP defines a conflict of interest in the Conflict of Interest Policy, located in the ADP Manual. It may include situations in which a Registered ADP Authorizer, who determines applicant eligibility or refers applicants to a registered vendor, accepts from that vendor any fee or amount, or receives any benefit from that vendor directly or indirectly. Authorizers should consult the Conflict of Interest

Policy for additional details regarding conflicts of interest.

## Authorizer Roles and Responsibilities

### 3. Massage Therapist

The ADP must register a massage therapist as an ADP Authorizer before they can:

- recommend certain ADP approved pressure modification devices, used in the management of lymphedema, to eligible applicants; and
- complete the ADP application form.

To become an Authorizer, the massage therapist must:

- hold a valid certificate from the College of Massage Therapists of Ontario.

The massage therapist must assess the applicant's status in person and recommend the appropriate device that best meets the applicant's basic needs.

Eligibility for ADP funding assistance is based on policies and criteria established by the Program. If it is determined that the applicant is eligible for ADP funding, the massage therapist may complete the application form and submit it to the ADP for review.

### Registration Status

A massage therapist registered with the ADP as an Authorizer must adhere to the terms and conditions specified in the Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual(s) applicable to the device(s) they are authorizing.

To maintain their registration status with the ADP, a massage therapist must maintain good working knowledge of ADP policies and procedures, and reliable device assessment skills. A massage therapist who has authorized five or fewer devices over a two-year period will receive written notification that the ADP may terminate their Authorizer Agreement. A massage therapist who wishes to appeal the notification should submit an appeal request in writing to the Program. The

Program will notify the massage therapist in writing of the final decision regarding their registration status.

A massage therapist must maintain an active status with the Program in order to be eligible to sign application forms and receive Program mailings. If the massage therapist is not a member in good standing with the College of Massage Therapists of Ontario, the ADP will terminate their Authorizer Agreement. The ADP will confirm that the massage therapist is in good standing with their regulatory college on an annual basis, unless the ADP has an alternative agreement in place with the college.

If the massage therapist informs the Program of a leave of absence that will suspend authorizing duties, the ADP will change their authorizing status to "on leave".

The massage therapist must send the ADP a letter explaining a change in status that will affect their authorizing duties to:

**Registration Unit**

Assistive Devices Program

Ministry of Health

5700 Yonge Street, 7th Floor

Toronto, Ontario M2M 4K5

Fax: (416) 327-8192

A massage therapist who seeks to reinstate their active Authorizer registration status must send a request in writing to the Registration Unit at the above address.

## **Roles and Responsibilities**

**Role of the Massage Therapist:**

- To inform the applicant and/or the agent about all applicable ADP policies, eligibility criteria, and procedures, so that the applicant and/or agent can make an informed decision regarding the submission of an application to the Program.



- To recommend approved devices for eligible applicants based on the massage therapist's thorough assessment of the applicant's functional or medical need.
- To complete the application form.

### **Responsibilities of the Massage Therapist:**

The Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual (s) sets out the responsibilities of Registered ADP Authorizers. In particular, please note that in order to maintain an Authorizer's registration status with the ADP, the massage therapist must comply with the following responsibilities:

- maintain a clear understanding of policy and procedures related to the Program and the categories for which they are registered;
- maintain a good working knowledge of devices authorized and knowledge of currently available products listed in the ADP device specific product manual(s);
- recommend devices only for applicants whom they have assessed in person and determined eligible for funding assistance based on ADP criteria;
- do not submit an application for funding assistance to the Program for an applicant who does not meet eligibility criteria established by the ADP;
- provide applicants with a list of ADP registered vendors serving their community and advise applicants to consider more than one vendor to compare options, service plans and, if relevant, prices;
- inform applicants about the price they should expect to pay when purchasing a device;
- explain additional costs the applicant can expect to incur when purchasing the device;

- schedule follow-up appointments with the applicant as needed, to ensure that the authorized pressure modification device meets the applicant's need;
- abide by the ADP Conflict of Interest Policy;
- comply with the terms and conditions of the Authorizer Agreement, the Program Manual and any device-specific administration manuals, including those terms and conditions in relation to the release of personal information and personal health information by the Authorizer. Authorizers should also ensure that they are in compliance with all other applicable legislation, including the *Freedom of Information and Protection of Privacy Act*, the *Personal Information Protection and Electronic Documents Act, 2000* and the *Personal Health Information Protection Act, 2004*;
- notify the ADP of any or all changes in the Authorizer's operating information;
- keep and maintain all records relating to the Authorizer's activities and participation in the program;
- continue to meet all conditions specified in the Authorizer Agreement; and
- remain in good standing with their regulatory college.

## **Conflict of Interest**

The ADP defines a conflict of interest in the Conflict of Interest Policy, located in the ADP Manual. It may include situations in which a Registered ADP Authorizer, who determines applicant eligibility or refers applicants to a registered vendor, accepts from that vendor any fee or amount, or receives any benefit from that vendor directly or indirectly. Authorizers should consult the Conflict of Interest Policy for additional details regarding conflicts of interest.

## Authorizer Roles and Responsibilities

### 4. Occupational Therapist

The ADP must register an occupational therapist as an ADP Authorizer before they can:

- complete the ADP application form;
- recommend ADP approved assistive devices to eligible applicants.

To become an Authorizer, the occupational therapist must:

- hold a valid certificate from the College of Occupational Therapists of Ontario.

The occupational therapist must meet additional requirements to become an Authorizer for communications aids. See Communication Aids Policy and Administration Manual.

The occupational therapist must assess the applicant's status in person and recommend the appropriate device that best meets the applicant's basic needs.

Eligibility for ADP funding assistance is based on policies and criteria established by the Program. If it is determined that the applicant is eligible for ADP funding, the occupational therapist may complete the application form and submit it to the ADP for review.

### Registration Status

An occupational therapist registered with the ADP as an Authorizer must adhere to the terms and conditions specified in the Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual(s) applicable to the device(s) they are authorizing.

To maintain their registration status with the ADP, an occupational therapist must maintain good working knowledge of ADP policies and procedures, and reliable device assessment skills. An occupational therapist who has authorized five or fewer

devices over a two-year period will receive written notification that the ADP may terminate their Authorizer Agreement. An occupational therapist who wishes to appeal the notification should submit an appeal request in writing to the Program. The Program will notify the occupational therapist in writing of the final decision regarding their registration status.

An occupational therapist must maintain an active status with the Program in order to be eligible to sign application forms and receive Program mailings. If the occupational therapist is not a member in good standing with the College of Occupational Therapists of Ontario, the ADP will terminate their Authorizer Agreement. The ADP will confirm that the occupational therapist is in good standing with their regulatory college on an annual basis, unless the ADP has an alternative agreement in place with the college.

If the occupational therapist informs the Program of a leave of absence that will suspend authorizing duties, the ADP will change their authorizing status to "on leave".

The occupational therapist must send the ADP a letter explaining a change in status that will affect his or her authorizing duties to:

**Registration Unit**

Assistive Devices Program  
Ministry of Health  
5700 Yonge Street, 7th Floor  
Toronto, Ontario M2M 4K5  
Fax: (416) 327-8192

An occupational therapist who seeks to reinstate their active Authorizer registration status must send a request in writing to the Registration Unit at the above address.

**Roles and Responsibilities****Role of the Occupational Therapist:**

- To inform the applicant and/or agent about all applicable ADP policies, eligibility criteria, and procedures, so that the

applicant and/or agent can make an informed decision regarding the submission of an application to the Program.

- To recommend ADP approved devices for eligible applicants based on the occupational therapist's assessment of the applicant's functional or medical need.
- To complete the application form.

#### **Additional Role of the Occupational Therapist for Pressure Modification Devices:**

- For compression garments used in the management of hypertrophic scars, the occupational therapist must be part of an ADP registered Burn Team.
- For pressure orthoses used in the management of hypertrophic scars, to act as a rehabilitation assessor.
- For sequential extremity pumps and accessories used in the management of lymphedema, the occupational therapist must be a member of an ADP registered Lymphedema Team.

#### **Additional Role of the Occupational Therapist for Limb Prostheses:**

- To assume the role of a rehabilitation assessor in an ADP Amputee Team or an Externally Powered Upper Limb Prostheses Team.

#### **Additional Role of the Occupational Therapists for Orthotic Devices:**

- To assume the role of a rehabilitation assessor.

#### **Responsibilities of the Occupational Therapist:**

The Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual (s) sets out the responsibilities of Registered ADP Authorizers. In particular, please note that in order to maintain an Authorizer's registration status with the ADP, the occupational therapist must comply with the following responsibilities:

- maintain a clear understanding of policy and procedures

related to the Program and the categories for which they are registered;

- maintain a good working knowledge of devices authorized and knowledge of currently available products listed in the ADP device specific product manual(s);
- recommend devices only for applicants whom they have assessed in person and determined eligible for funding assistance based on ADP criteria;
- do not submit an application for funding assistance to the Program for an applicant who does not meet eligibility criteria established by the ADP;
- if required by the device category, provide applicants with a list of ADP registered vendors serving their community and advise applicants to consider more than one vendor to compare options, service plans and, if relevant, prices;
- inform applicants about the price they should expect to pay when purchasing a device;
- explain additional costs the applicant can expect to incur when purchasing the device;
- as required by the device category, schedule follow-up appointments with the applicant to ensure that the device meets the applicant's need;
- abide by the ADP Conflict of Interest Policy;
- comply with the terms and conditions of the Authorizer Agreement, the Program Manual and any device-specific administration manuals, including those terms and conditions in relation to the release of personal information and personal health information by the Authorizer. Authorizers should also ensure that they are in compliance with all other applicable

legislation, including the *Freedom of Information and Protection of Privacy Act*, the *Personal Information Protection and Electronic Documents Act*, 2000 and the *Personal Health Information Protection Act*, 2004;

- notify the ADP of any or all changes in the occupational therapist's operating information;
- keep and maintain all records relating to the occupational therapist's activities and participation in the program;
- continue to meet all conditions specified in the Authorizer Agreement; and
- remain in good standing with their regulatory college.

### **Conflict of Interest**

The ADP defines a conflict of interest in the Conflict of Interest Policy, located in the ADP Manual. It may include situations in which a Registered ADP Authorizer, who determines applicant eligibility or refers applicants to a registered vendor, accepts from that vendor any fee or amount, or receives any benefit from that vendor directly or indirectly. Authorizers should consult the Conflict of Interest Policy for additional details regarding conflicts of interest.

## Authorizer Roles and Responsibilities

### 5. Ophthalmologists

The ADP must register an ophthalmologist as an ADP Authorizer before they can:

- recommend certain ADP approved visual aids to eligible applicants; and
- complete the ADP application form.

To become an Authorizer, the ophthalmologist must:

- hold a valid certificate of registration from the College of Physicians and Surgeons of Ontario; and
- hold a certificate in the specialty of ophthalmology issued by the Royal College of Physicians and Surgeons of Canada.

The ophthalmologist must assess the applicant's status in person and recommend the appropriate device that best meets the applicant's basic needs.

Eligibility for ADP funding assistance is based on policies and criteria established by the Program. If it is determined that the applicant is eligible for ADP funding, the ophthalmologist may complete the application form and submit it to the ADP for review.

### Registration Status

An ophthalmologist registered with the ADP as an Authorizer must adhere to the terms and conditions specified in the Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual(s) applicable to the device(s) they are authorizing.

To maintain their registration status with the ADP, an ophthalmologist must maintain good working knowledge of ADP policies and procedures, and reliable device assessment skills. An ophthalmologist who has authorized five or fewer devices over a two-year period will receive written notification that the ADP may terminate their Authorizer Agreement. An ophthalmologist who wishes to appeal the



notification should submit an appeal request in writing to the Program. The Program will notify the ophthalmologist in writing of the final decision regarding their registration status.

An ophthalmologist must maintain an active status with the Program in order to be eligible to sign application forms and receive Program mailings. If the ophthalmologist is not a member in good standing with the College of Physicians and Surgeons of Ontario, the ADP will terminate their Authorizer Agreement. The ADP will confirm that the ophthalmologist is in good standing with their regulatory college on an annual basis, unless the ADP has an alternative agreement in place with the college.

If the ophthalmologist informs the Program of a leave of absence that will suspend authorizing duties, the ADP will change their authorizing status to “on leave”.

The ophthalmologist must send the ADP a letter explaining a change in status that will affect their authorizing duties to:

**Registration Unit**

Assistive Devices Program

Ministry of Health

5700 Yonge Street, 7th Floor

Toronto, Ontario M2M 4K5

Fax: (416) 327-8192

An ophthalmologist who seeks to reinstate their active Authorizer registration status must send a request in writing to the Registration Unit at the above address.

## **Roles and Responsibilities**

### **Role of the Ophthalmologist:**

- To inform the applicant and/or the agent about all applicable ADP policies, eligibility criteria, and procedures, so that the applicant and/or agent can make an informed decision regarding the submission of an application to the Program.

- To recommend ADP approved visual aids for eligible applicants based on the ophthalmologist's thorough assessment of the applicant's functional or medical need.
- To complete the application form.

### **Responsibilities of the Ophthalmologist:**

The Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual (s) sets out the responsibilities of Registered ADP Authorizers. In particular, please note that in order to maintain an Authorizer's registration status with the ADP, the ophthalmologist must comply with the following responsibilities:

- maintain a clear understanding of policy and procedures related to the Program and the categories for which they are registered;
- maintain a good working knowledge of devices authorized and knowledge of currently available products listed in the ADP device specific product manual(s);
- recommend devices only for applicants whom they have assessed in person and determined eligible for funding assistance based on ADP criteria;
- do not submit an application for funding assistance to the Program for an applicant who does not meet eligibility criteria established by the ADP;
- provide applicants with a list of ADP registered vendors serving their community and advise applicants to consider more than one vendor to compare options, service plans and, if relevant, prices;
- inform applicants about the price they should expect to pay when purchasing a device;
- explain additional costs the applicant can expect to incur when purchasing the device;

- follow up with the applicant after the vendor has provided the authorized visual aid to ensure that the visual aid meets the applicant's visual functioning need;
- abide by the ADP Conflict of Interest Policy;
- comply with the terms and conditions of the Authorizer Agreement, the Program Manual and any device-specific administration manuals, including those terms and conditions in relation to the release of personal information and personal health information by the Authorizer. Authorizers should also ensure that they are in compliance with all other applicable legislation, including the *Freedom of Information and Protection of Privacy Act*, the *Personal Information Protection and Electronic Documents Act*, 2000 and the *Personal Health Information Protection Act*, 2004;
- notify the ADP of any or all changes in the Authorizer's operating information;
- keep and maintain all records relating to the Authorizer's activities and participation in the program;
- continue to meet all conditions specified in the Authorizer Agreement; and
- remain in good standing with their regulatory college.

## **Conflict of Interest**

The ADP defines a conflict of interest in the Conflict of Interest Policy, located in the ADP Manual. It may include situations in which a Registered ADP Authorizer, who determines applicant eligibility or refers applicants to a registered vendor, accepts from that vendor any fee or amount, or receives any benefit from that vendor directly or indirectly. Authorizers should consult the Conflict of Interest Policy for additional details regarding conflicts of interest.

## Authorizer Roles and Responsibilities

### 6. Optometrist

The ADP must register an optometrist as an ADP Authorizer before they can:

- recommend certain ADP approved visual aids to eligible applicants; and
- complete the ADP application form.

To become an Authorizer, the optometrist must

- hold a valid certificate of registration from the College of Optometrists of Ontario.

The optometrist must assess the applicant's status in person and recommend the appropriate device that best meets the applicant's basic needs.

Eligibility for ADP funding assistance is based on policies and criteria established by the Program. If it is determined that the applicant is eligible for ADP funding, the optometrist may complete the application form and submit it to the ADP for review.

### Registration Status

An optometrist registered with the ADP as an Authorizer must adhere to the terms and conditions specified in the Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual(s) applicable to the device(s) they are authorizing.

To maintain their registration status with the ADP, an optometrist must maintain good working knowledge of ADP policies and procedures, and reliable device assessment skills. An optometrist who has authorized five or fewer devices over a two-year period will receive written notification that the ADP may terminate their Authorizer Agreement. An optometrist who wishes to appeal the notification should submit an appeal request in writing to the Program. The Program will notify the optometrist in writing of the final decision regarding their registration status.

An optometrist must maintain an active status with the Program in order to be eligible to sign application forms and receive Program mailings. If the optometrist is not a member in good standing with the College of Optometrists of Ontario, the ADP will terminate their Authorizer Agreement. The ADP will confirm that the optometrist is in good standing with their regulatory college on an annual basis, unless the ADP has an alternative agreement in place with the college.

If the optometrist informs the Program of a leave of absence that will suspend authorizing duties, the ADP will change their authorizing status to "on leave".

The optometrist must send the ADP a letter explaining a change in status that will affect their authorizing duties to:

**Registration Unit**

Assistive Devices Program  
Ministry of Health  
5700 Yonge Street, 7th Floor  
Toronto, Ontario M2M 4K5  
Fax: (416) 327-8192

An optometrist who seeks to reinstate their Authorizer registration status must send a request in writing to the Registration Unit at the above address.

## **Roles and Responsibilities**

**Role of the Optometrist:**

- To inform the applicant and/or the agent about all applicable ADP policies, eligibility criteria, and procedures, so that the applicant and/or agent can make an informed decision regarding the submission of an application to the Program.
- To recommend ADP approved visual aids for eligible applicants based on the optometrist's thorough assessment of the applicant's functional or medical need.
- To complete the application form.

**Responsibilities of the Optometrist:**

The Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual (s) sets out the responsibilities of Registered ADP Authorizers. In particular, please note that in order to maintain an Authorizer's registration status with the ADP, the optometrist must comply with the following responsibilities:

- maintain a clear understanding of policy and procedures related to the Program and the categories for which they are registered;
- maintain a good working knowledge of devices authorized and knowledge of currently available products listed in the ADP device specific product manual(s);
- recommend visual aids only for applicants whom they have assessed in person and determined eligible for funding assistance based on ADP criteria;
- do not submit an application for funding assistance to the Program for an applicant who does not meet eligibility criteria established by the ADP;
- provide applicants with a list of ADP registered vendors serving their community and advise applicants to consider more than one vendor to compare options, service plans and, if relevant, prices;
- inform applicants about the price they should expect to pay when purchasing a device;
- explain additional costs the applicant can expect to incur when purchasing the device;
- follow up with the applicant, as needed, after the vendor has provided the authorized visual aid to ensure that the visual aid meets the applicant's visual functioning need;
- abide by the ADP Conflict of Interest Policy;

- comply with the terms and conditions of the Authorizer Agreement, the Program Manual and any device-specific administration manuals, including those terms and conditions in relation to the release of personal information and personal health information by the Authorizer. Authorizers should also ensure that they are in compliance with all other applicable legislation, including the *Freedom of Information and Protection of Privacy Act*, the *Personal Information Protection and Electronic Documents Act*, 2000 and the *Personal Health Information Protection Act*, 2004;
- notify the ADP of any or all changes in the optometrist's operating information;
- keep and maintain all records relating to the optometrist's activities and participation in the program;
- continue to meet all conditions specified in the Authorizer Agreement; and
- remain in good standing with their regulatory college.

### **Conflict of Interest**

The ADP defines a conflict of interest in the Conflict of Interest Policy, located in the ADP Manual. It may include situations in which a Registered ADP Authorizer, who determines applicant eligibility or refers applicants to a registered vendor, accepts from that vendor any fee or amount, or receives any benefit from that vendor directly or indirectly. Authorizers should consult the Conflict of Interest Policy (and the Program Manual) for additional details regarding conflicts of interest.

## Authorizer Roles and Responsibilities

### 7. Physiotherapist

The ADP must register a physiotherapist as an ADP Authorizer before they can:

- recommend ADP approved assistive devices to eligible applicants; and
- complete the ADP application form.

To become an Authorizer, the physiotherapist must:

- hold a valid certificate of registration from the College of Physiotherapists of Ontario.

The physiotherapist must assess the applicant's status in person and recommend the appropriate device that best meets the applicant's basic needs.

Eligibility for ADP funding assistance is based on policies and criteria established by the Program. If it is determined that the applicant is eligible for ADP funding, the physiotherapist may complete the application form and submit it to the ADP for review.

### Registration Status

A physiotherapist registered with the ADP as an Authorizer must adhere to the terms and conditions specified in the Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual(s) applicable to the device(s) they are authorizing.

To maintain their registration status with the ADP, a physiotherapist must maintain good working knowledge of ADP policies and procedures, and reliable device assessment skills. A physiotherapist who has authorized five or fewer devices over a two-year period will receive written notification that the ADP may terminate their Authorizer Agreement. A physiotherapist who wishes to appeal the notification should submit an appeal request in writing to the Program. The Program



will notify the physiotherapist in writing of the final decision regarding their registration status.

A physiotherapist must maintain an active status with the Program in order to be eligible to sign application forms and receive Program mailings. If the physiotherapist is not a member in good standing with the College of Physiotherapists of Ontario, the ADP will terminate their Authorizer Agreement. The ADP will confirm that the physiotherapist is in good standing with their regulatory college on an annual basis, unless the ADP has an alternative agreement in place with the college.

If the physiotherapist informs the Program of a leave of absence that will suspend authorizing duties, the ADP will change their authorizing status to "on leave".

The physiotherapist must send the ADP a letter explaining a change in status that will affect his or her authorizing duties to:

### **Registration Unit**

Assistive Devices Program  
Ministry of Health  
5700 Yonge Street, 7th Floor  
Toronto, Ontario M2M 4K5  
Fax: (416) 327-8192

A physiotherapist who seeks to reinstate their active Authorizer registration status must send a request in writing to the Registration Unit at the above address.

## **Roles and Responsibilities**

### **Role of the Physiotherapist:**

- To inform the applicant and/or the agent about the ADP policies, eligibility criteria, and procedures, so that the applicant and/or agent can make an informed decision regarding the submission of an application to the Program.
- To recommend ADP approved devices for eligible applicants

based on the physiotherapist's assessment of the individual's functional or medical need.

- To complete the application form.

#### **Additional Role of the Physiotherapist for Pressure Modification Devices:**

- For compression garments used in the management of hypertrophic scars, the physiotherapist must be a member of an ADP registered Burn Team.
- For pressure orthoses used in the management of hypertrophic scars, to act as a rehabilitation assessor.
- For sequential extremity pumps and accessories used in the management of lymphedema, the physiotherapist must be a member of an ADP registered Lymphedema Team.

#### **Additional Role of the Physiotherapist for Limb Prostheses**

- To assume the role of a rehabilitation assessor in an ADP Amputee Team or an Externally Powered Upper Limb Prostheses Clinic.

#### **Additional Role of the Physiotherapist for Orthotic Devices**

- To assume the role of a rehabilitation assessor.

#### **Responsibilities of the Physiotherapist:**

The Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual (s) sets out the responsibilities of Registered ADP Authorizers. In particular, please note that in order to maintain an Authorizer's registration status with the ADP, the physiotherapist must comply with the following responsibilities:

- maintain a clear understanding of policy and procedures related to the Program and the categories for which they are registered;
- maintain a good working knowledge of devices authorized and knowledge of currently available products listed in the ADP

device specific product manual(s);

- recommend devices only for applicants whom they have assessed in person and determined eligible for funding assistance based on ADP criteria;
- do not submit an application for funding assistance to the Program for an applicant who does not meet eligibility criteria established by the ADP;
- if required by the device category, provide applicants with a list of ADP registered vendors serving their community and advise applicants to consider more than one vendor to compare options, service plans and, if relevant, prices;
- inform applicants about the price they should expect to pay when purchasing a device;
- abide by the ADP Conflict of Interest Policy;
- as required by the device category, schedule follow-up appointments with the applicant to ensure that the device meets the applicant's need;
- comply with the terms and conditions of the Authorizer Agreement, the Program Manual and any device-specific administration manuals, including those terms and conditions in relation to the release of personal information and personal health information by the Authorizer. Authorizers should also ensure that they are in compliance with all other applicable legislation, including the *Freedom of Information and Protection of Privacy Act*, the *Personal Information Protection and Electronic Documents Act*, 2000 and the *Personal Health Information Protection Act*, 2004;
- notify the ADP of any or all changes in the physiotherapist's operating information;

- keep and maintain all records relating to the physiotherapist's activities and participation in the program;
- continue to meet all conditions specified in the Authorizer Agreement; and
- remain in good standing with their regulatory college.

### **Conflict of Interest**

The ADP defines a conflict of interest in the Conflict of Interest Policy, located in the ADP Manual. It may include situations in which a Registered ADP Authorizer, who determines applicant eligibility or refers applicants to a registered vendor, accepts from that vendor any fee or amount, or receives any benefit from that vendor directly or indirectly. Authorizers should consult the Conflict of Interest Policy (and the Program Manual) for additional details regarding conflicts of interest.

## Authorizer Roles and Responsibilities

### 8. Registered Nurse

The ADP must register a registered nurse as an ADP Authorizer before they can:

- recommend certain ADP approved pressure modification devices, used in the management of lymphedema, to eligible applicants; and
- complete the ADP application form.

To become an authorizer, the registered nurse must:

- hold a valid certificate of registration from the College of Nurses of Ontario.

The nurse must assess the applicant's status in person and recommend the appropriate device that best meets the applicant's basic needs.

Eligibility for ADP funding assistance is based on policies and criteria established by the Program. If it is determined that the applicant is eligible for ADP funding, the registered nurse may complete the application form and submit it to the ADP for review.

### Registration Status

A registered nurse registered with the ADP as an Authorizer must adhere to the terms and conditions specified in the Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual(s) applicable to the device(s) they are authorizing.

To maintain their registration status with the ADP, a registered nurse must maintain good working knowledge of ADP policies and procedures, and reliable device assessment skills. A registered nurse who has authorized five or fewer devices over a two-year period will receive written notification that the ADP may terminate their Authorizer Agreement. A registered nurse who wishes to appeal the notification should submit an appeal request in writing to the Program. The Program

will notify the registered nurse in writing of the final decision regarding their registration status.

A registered nurse must maintain an active status with the Program in order to be eligible to sign application forms and receive Program mailings. If the registered nurse is not a member in good standing with the College of Nurses of Ontario, the ADP will terminate their Authorizer Agreement. The ADP will confirm that the registered nurse is in good standing with their regulatory college on an annual basis, unless the ADP has an alternative agreement in place with the college.

If the registered nurse informs the Program of a leave of absence that will suspend authorizing duties, the ADP will change their authorizing status to “on leave”.

The registered nurse must send the ADP a letter explaining a change in status that will affect his or her authorizing duties to:

**Registration Unit**

Assistive Devices Program  
Ministry of Health  
5700 Yonge Street, 7th Floor  
Toronto, Ontario M2M 4K5  
Fax: (416) 327-8192

A registered nurse who seeks to reinstate their active Authorizer registration status must send a request in writing to the Registration Unit at the above address.

## **Roles and Responsibilities**

**Role of the Registered Nurse:**

- To inform the applicant and/or the agent about all applicable ADP policies, eligibility criteria, and procedures, so that the applicant and/or agent can make an informed decision regarding the submission of an application to the Program.
- To recommend ADP approved devices for eligible applicants based on the registered nurse's assessment of the

individual's functional or medical need.

- To complete the application form.

#### **Additional Role of the Registered Nurse for Pressure Modification Devices:**

- For sequential extremity pumps and accessories used in the management of lymphedema, the registered nurse must be a member of an ADP registered Lymphedema Team.

#### **Responsibilities of the ADP Registered Nurse:**

The Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual (s) sets out the responsibilities of Registered ADP Authorizers.

In particular, please note that in order to maintain an Authorizer's registration status with the ADP, the registered nurse must comply with the following responsibilities:

- maintain a clear understanding of policy and procedures related to the Program and the categories for which they are registered;
- maintain a good working knowledge of devices authorized and knowledge of currently available products listed in the ADP device specific product manual(s);
- recommend devices only for applicants whom they have assessed in person and determined eligible for funding assistance based on ADP criteria;
- do not submit an application for funding assistance to the Program for an applicant who does not meet eligibility criteria established by the ADP;
- provide applicants with a list of ADP registered vendors serving their community and advise applicants to consider more than one vendor to compare options, service plans and, if relevant, prices;
- inform applicants about the price they should expect to pay when purchasing a device;

- explain additional costs the applicant can expect to incur when purchasing the device;
- schedule follow-up appointments with the applicant as needed, to ensure that the device meets the applicant's need;
- abide by the ADP Conflict of Interest Policy;
- comply with the terms and conditions of the Authorizer Agreement, the Program Manual and any device-specific administration manuals, including those terms and conditions in relation to the release of personal information and personal health information by the Authorizer. Authorizers should also ensure that they are in compliance with all other applicable legislation, including the *Freedom of Information and Protection of Privacy Act*, the *Personal Information Protection and Electronic Documents Act*, 2000 and the *Personal Health Information Protection Act*, 2004;
- notify the ADP of any or all changes in the registered nurse's operating information;
- keep and maintain all records relating to the registered nurse's activities and participation in the program;
- continue to meet all conditions specified in the Authorizer Agreement; and
- remain in good standing with their regulatory college.

## **Conflict of Interest**

The ADP defines a conflict of interest in the Conflict of Interest Policy, located in the ADP Manual. It may include situations in which a Registered ADP Authorizer, who determines applicant eligibility or refers applicants to a registered vendor, accepts from that vendor any fee or amount, or receives any benefit from that vendor directly or indirectly. Authorizers should consult the Conflict of Interest Policy for additional details regarding conflicts of interest.



## Authorizer Roles and Responsibilities

### 9. Speech-Language Pathologist

The ADP must register a speech-language pathologist as an ADP Authorizer before they can:

- recommend ADP approved communication aids to eligible applicants; and
- to complete the ADP application form.

To become an Authorizer, the speech-language pathologist must:

- hold a valid certificate of registration from the College of Audiologists and Speech Language Pathologists of Ontario.

The speech-language pathologist must assess the applicant's status in person and recommend the appropriate device that best meets the applicant's basic needs.

Eligibility for ADP funding assistance is based on policies and criteria established by the Program. If it is determined that the applicant is eligible, the speech-language pathologist may complete the application form and submit it to the ADP for review.

### Registration Status

A speech-language pathologists registered with the ADP as an Authorizer must adhere to the terms and conditions specified in the Authorizer Agreement, the ADP Manual and the device- specific policy and administration manual(s) applicable to the device(s) they are authorizing.

To maintain their registration status with the ADP, a speech-language pathologist must maintain good working knowledge of ADP policies and procedures, and reliable device assessment skills. A speech-language pathologist who has authorized five or fewer devices over a two-year period will receive written notification that the ADP may terminate their Authorizer Agreement. A speech-language pathologist who wishes to appeal the notification should submit an appeal request in writing to the Program. The Program will notify the speech –language

pathologist in writing of the final decision regarding their registration status.

A speech-language pathologist must maintain an active status with the Program in order to be eligible to sign application forms and receive Program mailings. If the speech-language pathologist is not a member in good standing with the College of Audiologists and Speech- Language Pathologists of Ontario, the ADP will terminate their Authorizer Agreement. The ADP will confirm that the speech – language pathologist is in good standing with their regulatory college on an annual basis, unless the ADP has an alternative agreement in place with the college.

If the speech-language pathologist informs the Program of a leave of absence that will suspend authorizing duties, the ADP will change their authorizing status to “on leave”.

The speech-language pathologist must send the ADP a letter explaining a change in status that will affect their authorizing duties to:

### **Registration Unit**

Assistive Devices Program

Ministry of Health

5700 Yonge Street, 7th Floor

Toronto, Ontario M2M 4K5

Fax: (416) 327-8192

A speech-language pathologist who seeks to reinstate their active Authorizer registration status must send a request in writing to the Registration Unit at the above address.

## **Roles and Responsibilities**

### **Role of the Speech-Language Pathologist:**

- To inform the applicant and/or the agent about all applicable ADP policies, eligibility criteria, and procedures, so that the applicant and/or agent can make an informed decision regarding the submission of an application to the Program.

- To recommend ADP approved communication aids for eligible applicants based on the speech-language pathologist's thorough assessment of the applicant's functional or medical need.
- To complete the application form.

### **Responsibilities of the Speech-Language Pathologist:**

The Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual (s) sets out the responsibilities of Registered ADP Authorizers. In particular, please note that in order to maintain an Authorizer's registration status with the ADP, the speech-language pathologist must comply with the following responsibilities:

- maintain a clear understanding of policy and procedures related to the Program and the categories for which they are registered;
- maintain a good working knowledge of devices authorized and knowledge of currently available products listed in the ADP device specific product manual(s);
- recommend devices only for applicants whom they have assessed in person and determined eligible for funding assistance based on ADP criteria;
- do not submit an application for funding assistance to the Program for an applicant who does not meet eligibility criteria established by the ADP;
- provide applicants with a list of ADP registered vendors serving their community and advise applicants to consider more than one vendor to compare options, service plans and, if relevant, prices;
- inform applicants about the price they should expect to pay when purchasing a device;

- explain additional costs the applicant can expect to incur when purchasing the device;
- follow up with the applicant to ensure that the authorized communication aid meets the applicant's needs;
- abide by the ADP Conflict of Interest Policy;
- comply with the terms and conditions of the Authorizer Agreement, the Program Manual and any device-specific administration manuals, including those terms and conditions in relation to the release of personal information and personal health information by the Authorizer. Authorizers should also ensure that they are in compliance with all other applicable legislation, including the *Freedom of Information and Protection of Privacy Act*, the *Personal Information Protection and Electronic Documents Act*, 2000 and the *Personal Health Information Protection Act*, 2004;
- notify the ADP of any or all changes in the speech-language pathologist's operating information;
- keep and maintain all records relating to the speech-language pathologist's activities and participation in the program;
- continue to meet all conditions specified in the Authorizer Agreement; and
- remain in good standing with their regulatory college.

## **Conflict of Interest**

The ADP defines a conflict of interest in the Conflict of Interest Policy, located in the ADP Manual. It may include situations in which a Registered ADP Authorizer, who determines applicant eligibility or refers applicants to a registered vendor, accepts from that vendor any fee or amount, or receives any benefit from that vendor directly or indirectly. Authorizers should consult the Conflict of Interest

Policy (and the Program Manual) for additional details regarding conflicts of interest.

## Authorizer Roles and Responsibilities

### 10. Anaplastologist or Restorative Prosthetist

The ADP must register an anaplastologist or restorative prosthetist as an ADP Authorizer before they can:

- recommend ADP approved maxillofacial extraoral prostheses to eligible applicants; and
- complete the ADP application form.

To become an authorizer, the anaplastologist or restorative prosthetist must:

- have applicable experience in maxillofacial extraoral prostheses.

The anaplastologist or restorative prosthetist must assess the applicant's status in person and recommend the appropriate device that best meets the applicant's basic needs.

Eligibility for ADP funding assistance is based on policies and criteria established by the Program. If it is determined that the applicant is eligible for ADP funding, the anaplastologist/restorative prosthetist may complete the application form and submit it to the ADP for review.

### Registration Status

An anaplastologist or restorative prosthetist registered with the ADP as an Authorizer must adhere to the terms and conditions specified in the Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual(s) applicable to the device(s) they are authorizing.

To maintain their registration status with the ADP, an anaplastologist or restorative prosthetist must maintain good working knowledge of ADP policies and procedures, and reliable device assessment skills. An anaplastologist or restorative prosthetist who has authorized five or fewer devices over a two-year period will receive written notification that the ADP may terminate the Authorizer's Agreement.

An anaplastologist or restorative prosthetist who wishes to appeal the notification should submit an appeal request in writing to the Program. The Program will notify the anaplastologist or restorative prosthetist in writing of the final decision regarding their registration status.

An anaplastologist or restorative prosthetist must maintain an active status with the Program in order to be eligible to sign application forms and receive Program mailings. If the anaplastologist or restorative prosthetist informs the Program of a leave of absence that will suspend authorizing duties, the ADP will change their authorizing status to "on leave".

The anaplastologist or restorative prosthetist must send the ADP a letter explaining a change in status that will affect their authorizing duties to:

**Registration Unit**

Assistive Devices Program  
Ministry of Health  
5700 Yonge Street, 7th Floor  
Toronto, Ontario M2M 4K5  
Fax: (416) 327-8192

An anaplastologist or restorative prosthetist who seeks to reinstate their Authorizer registration status must send a request in writing to the Registration Unit at the above address.

## **Roles and Responsibilities**

**Role of the Anaplastologist or Restorative Prosthetist:**

- To inform the applicant and/or the agent about all applicable ADP policies, eligibility criteria, and procedures, so that the applicant and/or agent can make an informed decision regarding the submission of an application to the Program.
- To recommend ADP approved devices for eligible applicants based on the anaplastologist/restorative prosthetist's

thorough assessment of the applicant's functional or medical need.

- To complete the application form.

### **Responsibilities of the Anaplastologist / Restorative Prosthetist:**

The Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual (s) sets out the responsibilities of Registered ADP Authorizers. In particular, please note that in order to maintain an Authorizer's registration status with the ADP, the anaplastologist or restorative prosthetist must comply with the following responsibilities:

- maintain a clear understanding of policy and procedures related to the Program and the categories for which they are registered;
- maintain a good working knowledge of devices authorized and knowledge of currently available products listed in the ADP device specific product manual(s);
- recommend devices only for applicants whom they have assessed in person and determined eligible for funding assistance based on ADP criteria;
- do not submit an application for funding assistance to the Program for an applicant who does not meet eligibility criteria established by the ADP;
- provide applicants with a list of ADP registered vendors serving their community and advise applicants to consider more than one vendor to compare options, service plans and, if relevant, prices;
- inform applicants about the price they should expect to pay when purchasing a device;
- explain additional costs the applicant can expect to incur when purchasing the device;



- schedule regular follow-up appointments with the applicant to ensure that the applicant's needs continue to be met;
- abide by the ADP Conflict of Interest Policy;
- comply with the terms and conditions of the Authorizer Agreement, the Program Manual and any device-specific administration manuals, including those terms and conditions in relation to the release of personal information and personal health information by the Authorizer. Authorizers should also ensure that they are in compliance with all other applicable legislation, including the *Freedom of Information and Protection of Privacy Act*, the *Personal Information Protection and Electronic Documents Act*, 2000 and the *Personal Health Information Protection Act*, 2004;
- notify the ADP of any or all changes in the anaplastologist/restorative prosthetist's operating information;
- keep and maintain all records relating to the anaplastologist/restorative prosthetist's activities and participation in the program; and
- continue to meet all conditions specified in the Authorizer Agreement.

## **Conflict of Interest**

The ADP defines a conflict of interest in the Conflict of Interest Policy, located in the ADP Manual. It may include situations in which a Registered ADP Authorizer, who determines applicant eligibility or refers applicants to a registered vendor, accepts from that vendor any fee or amount, or receives any benefit from that vendor directly or indirectly. Authorizers should consult the Conflict of Interest Policy for additional details regarding conflicts of interest.

## Authorizer Roles and Responsibilities

### 11. Certified Fitter

The ADP must register a certified fitter as an ADP Authorizer before they can:

- recommend ADP approved devices, used in the management of lymphedema, to eligible applicants; and
- complete the ADP application form.

While the ADP registers the certified fitter as an Authorizer, their role is that of a fitter for garments and sleeves.

To become an authorizer, the certified fitter must:

- complete one ADP recognized manufacturers' course in each of area of registration.

The certified fitter must assess the applicant's status in person and recommend the appropriate device that best meets the applicant's basic needs.

Eligibility for ADP funding assistance is based on policies and criteria established by the Program. If it is determined that the applicant is eligible for ADP funding, the certified fitter may complete the application form and submit it to the ADP for review.

### Registration Status

A certified fitter registered with the ADP as an Authorizer must adhere to the terms and conditions specified in the Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual(s) applicable to the device(s) they are authorizing.

To maintain her/his registration status with the ADP, a certified fitter must maintain good working knowledge of ADP policies and procedures, and reliable device assessment skills. A certified fitter who has authorized five or fewer devices over a two-year period will receive written notification that the ADP may terminate their Authorizer Agreement. A certified fitter who wishes to appeal the notification should

submit an appeal request in writing to the Program. The Program will notify the certified fitter in writing of the final decision regarding their registration status.

A certified fitter must maintain an active status with the Program in order to be eligible to sign application forms and receive Program mailings. If the certified fitter informs the Program of a leave of absence that will suspend authorizing duties, the ADP will change their authorizing status to "on leave".

The certified fitter must send the ADP a letter explaining a change in status that will affect his or her authorizing duties to:

**Registration Unit**

Assistive Devices Program

Ministry of Health

5700 Yonge Street, 7th Floor

Toronto, Ontario M2M 4K5

Fax: (416) 327-8192

A certified fitter who seeks to reinstate their Authorizer registration status must send a request in writing to the Registration Unit at the above address.

## **Roles and Responsibilities**

**Role of the Certified Fitter:**

- To inform the applicant and/or the agent about all applicable ADP policies, eligibility criteria, and procedures, so that the applicant and/or agent can make an informed decision regarding the submission of an application to the Program.
- To recommend ADP approved devices for eligible applicants based on the certified fitter's thorough assessment of the applicant's functional or medical need.
- To complete the application form.

**Responsibilities of the ADP Registered Certified Fitter:**

The Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual (s) sets out the responsibilities of ADP Registered Authorizers. In particular, please note that in order to maintain an Authorizer's registration status with the ADP, the registered certified fitter must comply with the following responsibilities:

- maintain a clear understanding of policy and procedures related to the Program and the categories for which they are registered;
- maintain a good working knowledge of devices authorized and knowledge of currently available products listed in the ADP device specific product manual(s);
- recommend devices only for applicants whom they have assessed in person and determined eligible for funding assistance based on ADP criteria;
- do not submit an application for funding assistance to the Program for an applicant who does not meet eligibility criteria established by the ADP;
- provide applicants with a list of ADP registered vendors serving their community and advise applicants to compare options, service plans and, if relevant, prices;
- inform applicants about the price they should expect to pay when purchasing a device;
- explain additional costs the applicant can expect to incur when purchasing the device;
- schedule regular follow-up appointments with the applicant to check the fit of the authorized pressure modification device and the manner in which the applicant is wearing and maintaining the authorized device, if assessing the applicant and fitting the device;

- abide by the ADP Conflict of Interest Policy;
- comply with the terms and conditions of the Authorizer Agreement, the Program Manual and any device-specific administration manuals, including those terms and conditions in relation to the release of personal information and personal health information by the Authorizer. Authorizers should also ensure that they are in compliance with all other applicable legislation, including the *Freedom of Information and Protection of Privacy Act*, the *Personal Information Protection and Electronic Documents Act*, 2000 and the *Personal Health Information Protection Act*, 2004;
- notify the ADP of any or all changes in the certified fitter's operating information;
- keep and maintain all records relating to the certified fitter's activities and participation in the program; and
- continue to meet all conditions specified in the Authorizer Agreement.

## **Conflict of Interest**

The ADP defines a conflict of interest in the Conflict of Interest Policy, located in the ADP Manual. It may include situations in which a Registered ADP Authorizer, who determines applicant eligibility or refers applicants to a registered vendor, accepts from that vendor any fee or amount, or receives any benefit from that vendor directly or indirectly. Authorizers should consult the Conflict of Interest Policy for additional details regarding conflicts of interest.

## Authorizer Roles and Responsibilities

### 12. Hearing Instrument Specialist

The ADP must register a hearing instrument specialist as an ADP Authorizer before they can:

- recommend ADP approved hearing devices to eligible adults, 19 years of age or older; and
- complete the ADP application form.

To become an Authorizer, the hearing instrument specialist must show proof that they:

- have successfully completed a hearing instrument specialist program in Ontario that is recognized by the Ministry of Training, Colleges and Universities;
- have successfully completed an apprenticeship program consisting of a minimum of 1000 supervised internship hours approved by the Association of Hearing Instrument Practitioners of Ontario (AHIP); and
- is a practicing member in good standing with AHIP.

The hearing instrument specialist must assess the applicant's status in person and recommend the appropriate device that best meets the applicant's basic needs.

Eligibility for ADP funding assistance is based on policies and criteria established by the Program. If it is determined that the applicant is eligible for ADP funding, the hearing instrument specialist may complete the application form and submit it to the ADP for review.

### Registration Status

A hearing instrument specialist registered with the ADP as an Authorizer must adhere to the terms and conditions specified in the Authorizer Agreement, the ADP

Manual and the device- specific policy and administration manual(s) applicable to the device(s) they are authorizing.

To maintain their registration status with the ADP, a hearing instrument specialist must maintain good working knowledge of ADP policies and procedures, and reliable device assessment skills. A hearing instrument specialist who has authorized five or fewer devices over a two-year period will receive written notification that the ADP may terminate their Authorizer's Agreement. A hearing instrument specialist who wishes to appeal the notification should submit an appeal

request in writing to the Program. The Program will notify the hearing instrument specialist in writing of the final decision regarding their registration status.

A hearing instrument specialist must maintain an active status with the Program in order to be eligible to sign application forms and receive Program mailings. If the hearing instrument specialist is not a member in good standing with the Association of Hearing Instrument Practitioners, the ADP will terminate their Authorizer Agreement. The ADP will confirm that the hearing instrument specialist is in good standing with their association on an annual basis.

If the hearing instrument specialist informs the Program of a leave of absence that will suspend authorizing duties, the ADP will change their authorizing status to "on leave".

The hearing instrument specialist must send the ADP a letter explaining a change in status that will affect their authorizing duties to:

**Registration Unit**

Assistive Devices Program

Ministry of Health

5700 Yonge Street, 7th Floor

Toronto, Ontario M2M 4K5

Fax: (416) 327-8192

A hearing instrument specialist who seeks to reinstate their Authorizer registration status must send a request in writing to the Registration Unit at the

above address.

## **Roles and Responsibilities**

### **Role of the Hearing Instrument Specialist:**

- To inform the applicant and/or the agent about all applicable ADP policies, eligibility criteria, and procedures, so that the applicant and/or agent can make an informed decision regarding the submission of an application to the Program.
- To recommend ADP approved devices for eligible applicants based on the hearing instrument specialist's thorough assessment of the individual's functional or medical need.
- To complete the application form.

### **Responsibilities of the Hearing Instrument Specialist:**

The Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual (s) sets out the responsibilities of Registered ADP Authorizers. In particular, please note that in order to maintain an Authorizer's registration status with the ADP, the hearing instrument specialist must comply with the following responsibilities:

- maintain a clear understanding of policy and procedures related to the Program and the categories for which they are registered;
- maintain a good working knowledge of devices authorized and knowledge of currently available products listed in the ADP device specific product manual(s);
- recommend devices only for applicants whom they have assessed in person and determined eligible for funding assistance based on ADP criteria;
- do not submit an application for funding assistance to the Program for an applicant who does not meet eligibility criteria



established by the ADP;

- provide applicants with a list of ADP registered vendors serving their community and advise applicants to consider more than one vendor to compare options, service plans and, if relevant, prices;
- inform applicants about the price they should expect to pay when purchasing a device;
- explain additional costs the applicant can expect to incur when purchasing the device;
- follow up with the applicant after the authorized hearing device has been provided to the applicant to ensure the hearing device meets the applicant's hearing requirements;
- abide by the ADP Conflict of Interest Policy;
- comply with the terms and conditions of the Authorizer Agreement, the Program Manual and any device-specific administration manuals, including those terms and conditions in relation to the release of personal information and personal health information by the Authorizer. Authorizers should also ensure that they are in compliance with all other applicable legislation, including the *Freedom of Information and Protection of Privacy Act*, the *Personal Information Protection and Electronic Documents Act*, 2000 and the *Personal Health Information Protection Act*, 2004;
- notify the ADP of any or all changes in the hearing instrument specialist's operating information;
- keep and maintain all records relating to the hearing instrument specialist's activities and participation in the program;
- continue to meet all conditions specified in the Authorizer

Agreement; and

- remain in good standing with their association.

### **Conflict of Interest**

The ADP defines a conflict of interest in the Conflict of Interest Policy, located in the ADP Manual. It may include situations in which an ADP Registered Authorizer, who determines applicant eligibility or refers applicants to a registered vendor, accepts from that vendor any fee or amount, or receives any benefit from that vendor directly or indirectly. Authorizers should consult the Conflict of Interest Policy for additional details regarding conflicts of interest.

## Authorizer Roles and Responsibilities

### 13.Certified Ocularist

The ADP must register a certified ocularist as an ADP Authorizer before they can:

- recommend ADP approved ocular prostheses to eligible applicants; and
- complete the ADP application form.

To become an Authorizer, the certified ocularist must:

- have successfully completed examinations offered by the National Examining Board of Ocularists (NEBO); and
- be board-certified.

The certified ocularist must assess the applicant's status in person and recommend the appropriate device that best meets the applicant's basic needs.

Eligibility for ADP funding assistance is based on policies and criteria established by the Program. If it is determined that the applicant is eligible for ADP funding, the certified ocularist may complete the application form and submit it to the ADP for review.

### Registration Status

A certified ocularist registered with the ADP as an Authorizer must adhere to the terms and conditions specified in the Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual(s) applicable to the device(s) they are authorizing.

To maintain their registration status with the ADP, a certified ocularist must maintain good working knowledge of ADP policies and procedures, and reliable device assessment skills. A certified ocularist who has authorized five or fewer devices over a two-year period will receive written notification that the ADP may terminate their Authorizer Agreement. A certified ocularist who wishes to appeal the notification should submit an appeal request in writing to the Program. The Program

will notify the certified ocularist in writing of the final decision regarding their registration status.

A certified ocularist must maintain an active status with the Program in order to be eligible to sign application forms and receive Program mailings. If the certified ocularist has not maintained their board certification with the NEBO, the ADP will terminate their Authorizing Agreement.

If the certified ocularist informs the Program of a leave of absence that will suspend authorizing duties, the ADP will change their authorizing status to “on leave”.

The certified ocularist must send the ADP a letter explaining a change in status that will affect their authorizing duties to:

**Registration Unit**

Assistive Devices Program

Ministry of Health

5700 Yonge Street, 7th Floor

Toronto, Ontario M2M 4K5

Fax: (416) 327-8192

A certified ocularist who seeks to reinstate their Authorizer registration status must send a request in writing to the Registration Unit at the above address.

## **Role and Responsibilities**

### **Role of the Certified Ocularist:**

- To inform the applicant and/or the agent about all applicable ADP policies, eligibility criteria, and procedures, so that the applicant and/or agent can make an informed decision regarding the submission of an application to the Program.
- To recommend ADP approved prosthesis, devices and procedures for eligible applicants based on the certified ocularist's thorough assessment of the applicant's functional or medical need.

- To complete the application form.

### **Responsibilities of the Certified Ocularist:**

- The Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual (s) sets out the responsibilities of Registered ADP Authorizers. In particular, please note that in order to maintain an Authorizer's registration status with the ADP, the ocularist must comply with the following responsibilities:
- maintain a clear understanding of policy and procedures related to the Program and the categories for which they are registered;
- maintain a good working knowledge of devices authorized and knowledge of currently available products listed in the ADP device specific product manual(s);
- recommend devices only for applicants whom they have assessed in person and determined eligible for funding assistance based on ADP criteria;
- do not submit an application for funding assistance to the Program for an applicant who does not meet eligibility criteria established by the ADP;
- provide applicants with a list of ADP registered vendors serving their community and advise applicants to consider more than one vendor to compare options, service plans and, if relevant, prices;
- inform applicants about the price they should expect to pay when purchasing a device;
- explain additional costs the applicant can expect to incur when purchasing the device;
- schedule regular follow-up appointments with the applicant to

check the fit of the ocular prosthesis and the manner in which the applicant is wearing and maintaining the prosthesis;

- abide by the ADP Conflict of Interest Policy;
- comply with the terms and conditions of the Authorizer Agreement, the Program Manual and any device-specific administration manuals, including those terms and conditions in relation to the release of personal information and personal health information by the Authorizer. Authorizers should also ensure that they are in compliance with all other applicable legislation, including the *Freedom of Information and Protection of Privacy Act*, the *Personal Information Protection and Electronic Documents Act*, 2000 and the *Personal Health Information Protection Act*, 2004;
- notify the ADP of any or all changes in the certified ocularist's operating information;
- keep and maintain all records relating to the certified ocularist's activities and participation in the program;
- continue to meet all conditions specified in the Authorizer Agreement; and
- maintain their Board certification through the NEBO.

## **Conflict of Interest**

The ADP defines a conflict of interest in the Conflict of Interest Policy, located in the ADP Manual. It may include situations in which a Registered ADP Authorizer, who determines applicant eligibility or refers applicants to a registered vendor, accepts from that vendor any fee or amount, or receives any benefit from that vendor directly or indirectly. Authorizers should consult the Conflict of Interest Policy for additional details regarding conflicts of interest.

## Authorizer Roles and Responsibilities

### 14.Certified Orthotist

The ADP must register a certified orthotist as an ADP Authorizer before they can:

- recommend ADP approved orthotic devices to eligible applicants; and
- complete the ADP application form.

To become an Authorizer, the certified orthotist must:

- be certified by the Canadian Board for Certification of Prosthetists and Orthotists (CBCPO); and
- be a member in good standing with Orthotics Prosthetics Canada (OPC).

The certified orthotist must assess the applicant's status in person and recommend the appropriate device that best meets the applicant's basic needs.

Eligibility for ADP funding assistance is based on policies and criteria established by the Program. If it is determined that the applicant is eligible for ADP funding, the certified orthotist may complete the application form and submit it to the ADP for review.

### Registration Status

A certified orthotist registered with the ADP as an Authorizer must adhere to the terms and conditions specified in the Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual(s) applicable to the device(s) they are authorizing.

To maintain their registration status with the ADP, a certified orthotist must maintain good working knowledge of ADP policies and procedures, and reliable device assessment skills. A certified orthotists who has authorized five or fewer devices over a two-year period will receive written notification that the ADP may terminate their Authorizer's Agreement. A certified orthotist who wishes to appeal

the notification should submit an appeal request in writing to the Program. The Program will notify the certified orthotist in writing of the final decision regarding their registration status.

A certified orthotist must maintain an active status with the Program in order to be eligible to sign application forms and receive Program mailings. If the certified orthotist is not certified by the CBCPO and is not a member in good standing with OPC, the ADP will terminate their Authorizer Agreement.

If the certified orthotist informs the Program of a leave of absence that will suspend authorizing duties, the ADP will change their authorizing status to "on leave".

The certified orthotist must send the ADP a letter explaining a change in status that will affect their authorizing duties to:

### **Registration Unit**

Assistive Devices Program

Ministry of Health

5700 Yonge Street, 7th Floor

Toronto, Ontario M2M 4K5

Fax: (416) 327-8192

A certified orthotist who seeks to reinstate their Authorizer registration status must send a request in writing to the Registration Unit at the above address.

## **Roles and Responsibilities**

### **Role of the Certified Orthotist:**

- To inform the applicant and/or the agent about all applicable ADP policies, eligibility criteria, and procedures, so that the applicant and/or agent can make an informed decision regarding the submission of an application to the Program.
- To recommend ADP approved devices for eligible applicants based on the certified orthotist's thorough assessment of the applicant's functional or medical need.



- To complete the application form.

### **Responsibilities of the Certified Orthotist:**

The Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual (s) sets out the responsibilities of Registered ADP Authorizers. In particular, please note that in order to maintain an Authorizer's registration status with the ADP, the certified orthotist must comply with the following responsibilities:

- maintain a clear understanding of policy and procedures related to the Program and the categories for which they are registered;
- maintain a good working knowledge of devices authorized and knowledge of currently available products listed in the ADP device specific product manual(s);
- recommend devices only for applicants whom they have assessed in person and determined eligible for funding assistance based on ADP criteria;
- do not submit an application for funding assistance to the Program for an applicant who does not meet eligibility criteria established by the ADP;
- provide applicants with a list of ADP registered vendors serving their community and advise applicants to consider more than one vendor to compare options, service plans and, if relevant, prices;
- inform applicants about the price they should expect to pay when purchasing a device;
- explain additional costs the applicant can expect to incur when purchasing the device;
- follow up with the applicant after provision of the orthotic device to check the fit of the authorized orthotic device and to confirm that the orthotic device continues to meet the

applicant's need;

- abide by the ADP Conflict of Interest Policy;
- comply with the terms and conditions of the Authorizer Agreement, the Program Manual and any device-specific administration manuals, including those terms and conditions in relation to the release of personal information and personal health information by the Authorizer. Authorizers should also ensure that they are in compliance with all other applicable legislation, including the *Freedom of Information and Protection of Privacy Act*, the *Personal Information Protection and Electronic Documents Act*, 2000 and the *Personal Health Information Protection Act*, 2004;
- notify the ADP of any or all changes in the certified orthotist's operating information;
- keep and maintains all records relating to the certified orthotist's activities and participation in the program;
- continue to meet all conditions specified in the Authorizer Agreement; and
- remain in good standing with their professional association.

## **Conflict of Interest**

The ADP defines a conflict of interest in the Conflict of Interest Policy, located in the ADP Manual. It may include situations in which a Registered ADP Authorizer, who determines applicant eligibility or refers applicants to a registered vendor, accepts from that vendor any fee or amount, or receives any benefit from that vendor directly or indirectly. Authorizers should consult the Conflict of Interest Policy for additional details regarding conflicts of interest.

## Authorizer Roles and Responsibilities

### 15.Certified Prosthetist

The ADP must register a certified prosthetist as an ADP Authorizer before they can:

- recommend ADP approved limb prostheses to eligible applicants; and
- complete the ADP application form.

To become an Authorizer, the certified prosthetist must:

- be certified by the Canadian Board for Certification of Prosthetists and Orthotists (CBCPO);
- be a member in good standing with Orthotics Prosthetics Canada (OPC); and
- be an active member of an Amputee Team or Externally Powered Upper Limb Prostheses Clinic.

The certified prosthetist must assess the applicant's status in person and recommend the appropriate device that best meets the applicant's basic needs.

Eligibility for ADP funding assistance is based on policies and criteria established by the Program. If it is determined that the applicant is eligible for ADP funding, the certified prosthetist may complete the application form and submit it to the ADP for review.

### Registration Status

A certified prosthetist registered with the ADP as an Authorizer must adhere to the terms and conditions specified in the Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual(s) applicable to the device(s) they are authorizing.

To maintain their registration status with the ADP, a certified prosthetist must maintain good working knowledge of ADP policies and procedures, and reliable device assessment skills. A certified prosthetist who has authorized five or fewer

devices over a two-year period will receive written notification that the ADP may terminate their Authorizer Agreement. A certified prosthetist who wishes to appeal the notification should submit an appeal request in writing to the Program. The Program will notify the certified prosthetist in writing of the final decision regarding their registration status.

A certified prosthetist must maintain an active status with the Program in order to be eligible to sign application forms and receive Program mailings. If the certified prosthetist is not certified by the CBCPO and is not a member in good standing with Orthotics Prosthetics Canada, the ADP will terminate their Authorizer Agreement.

If the certified prosthetist informs the Program of a leave of absence that will suspend authorizing duties, the ADP will change their authorizing status to "on leave".

The certified prosthetist must send the ADP a letter explaining a change in status that will affect his or her authorizing duties to:

### **Registration Unit**

Assistive Devices Program  
Ministry of Health  
5700 Yonge Street, 7th Floor  
Toronto, Ontario M2M 4K5  
Fax: (416) 327-8192

A certified prosthetist who seeks to reinstate their Authorizer registration status must send a request in writing to the Registration Unit at the above address.

## **Roles and Responsibilities**

### **Role of the Certified Prosthetist:**

- To inform the applicant and/or the agent about all applicable ADP policies, eligibility criteria, and procedures, so that the applicant and/or agent can make an informed decision regarding the submission of an application to the Program.

- to recommend ADP approved devices for eligible applicants based on the certified prosthetist's thorough assessment of the applicant's functional or medical need.
- To complete the application form.

### **Responsibilities of the Certified Prosthetist:**

The Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual (s) sets out the responsibilities of Registered ADP Authorizers. In particular, please note that in order to maintain an Authorizer's registration status with the ADP, the certified prosthetist must comply with the following responsibilities:

- maintain a clear understanding of policy and procedures related to the Program and the categories for which they are registered;
- maintain a good working knowledge of devices authorized and knowledge of currently available products listed in the ADP device specific product manual(s);
- recommend devices only for applicants whom they have assessed in person and determined eligible for funding assistance based on ADP criteria;
- do not submit an application for funding assistance to the Program for an applicant who does not meet eligibility criteria established by the ADP;
- provide applicants with a list of ADP registered vendors serving their community and advise applicants to consider more than one vendor to compare options, service plans and, if relevant, prices;
- inform applicants about the price they should expect to pay when purchasing a device;
- explain additional costs the applicant can expect to incur when

purchasing the device;

- follow up with the applicant once the authorized limb prosthesis has been provided to ensure that the authorized prosthesis continues to fit the applicant appropriately and meets the applicant's needs;
- abide by the ADP Conflict of Interest Policy;
- comply with the terms and conditions of the Authorizer Agreement, the Program Manual and any device-specific administration manuals, including those terms and conditions in relation to the release of personal information and personal health information by the Authorizer. Authorizers should also ensure that they are in compliance with all other applicable legislation, including the *Freedom of Information and Protection of Privacy Act*, the *Personal Information Protection and Electronic Documents Act*, 2000 and the *Personal Health Information Protection Act*, 2004;
- notify the ADP of any or all changes in the certified prosthetist's operating information;
- keep and maintain all records relating to the certified prosthetist's activities and participation in the program;
- continue to meet all conditions specified in the Authorizer Agreement; and
- remain in good standing with their professional association.

## **Conflict of Interest**

The ADP defines a conflict of interest in the Conflict of Interest Policy, located in the ADP Manual. It may include situations in which an ADP Registered Authorizer, who determines applicant eligibility or refers applicants to a registered vendor, accepts from that vendor any fee or amount, or receives any benefit from

that vendor directly or indirectly. Authorizers should consult the Conflict of Interest Policy for additional details regarding conflicts of interest.

## Authorizer Roles and Responsibilities

### 16. Specialist Teacher of the Blind

The ADP must register a specialist teacher of the blind as an ADP Authorizer before they can:

- recommend certain ADP approved visual aids to eligible applicants; and
- complete the ADP application form.

To become an Authorizer the specialist teacher of the blind must:

- hold an Ontario Ministry of Education and Training Ontario's Teacher Qualifications Record Card showing Points 1 & 2 and Blind Specialty.

The specialist teacher of the blind must assess the applicant's status in person and recommend the appropriate device that best meets the applicant's basic needs.

Eligibility for ADP funding assistance is based on policies and criteria established by the Program. If it is determined that the applicant is eligible for ADP funding, the specialist teacher of the blind may complete the application form and submit it to the ADP for review.

### Registration Status

A specialist teacher of the blind registered with the ADP as an Authorizer must adhere to the terms and conditions specified in the Authorizer Agreement, the ADP Manual and the device- specific policy and administration manual(s) applicable to the device(s) they are authorizing.

To maintain their registration status with the ADP, a specialist teacher of the blind must maintain good working knowledge of ADP policies and procedures, and reliable device assessment skills. A specialist teacher of the blind who is has authorized five or fewer devices over a two-year period will receive written notification that the ADP may terminate their Authorizer Agreement. A specialist



teacher of the blind who wishes to appeal the notification should submit an appeal request in writing to the Program. The Program will notify the specialist teacher of the blind in writing of the final decision regarding their registration status.

A specialist teacher of the blind must maintain an active status with the Program in order to be eligible to sign application forms and receive Program mailings. If the specialist teacher of the blind informs the Program of a leave of absence that will suspend authorizing duties, the ADP will change their authorizing status to “on leave”.

The specialist teacher of the blind must send the ADP a letter explaining a change in status that will affect his or her authorizing duties to:

### **Registration Unit**

Assistive Devices Program

Ministry of Health

5700 Yonge Street, 7th Floor

Toronto, Ontario M2M 4K5

Fax: (416) 327-8192

A specialist teacher of the blind who seeks to reinstate their Authorizer registration status must send a request in writing to the Registration Unit at the above address.

## **Roles and Responsibilities**

### **Role of the Specialist Teacher of the Blind:**

- To inform the applicant and/or the agent about all applicable ADP policies, eligibility criteria, and procedures, so that the applicant and/or agent can make an informed decision regarding the submission of an application to the Program.
- To recommend ADP approved devices for eligible applicants based on the specialist/rehabilitation teacher to the blind's thorough assessment of the applicant's functional or medical need.
- To complete the application form.

**Responsibilities of the Specialist Teacher of the Blind:**

The Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual (s) sets out the responsibilities of Registered ADP Authorizers. In particular, please note that in order to maintain an Authorizer's registration status with the ADP, the specialist teacher to the blind must comply with the following responsibilities:

- maintain a clear understanding of policy and procedures related to the Program and the categories for which they are registered;
- maintain a good working knowledge of devices authorized and knowledge of currently available products listed in the ADP device specific product manual(s);
- recommend devices only for applicants whom they have assessed in person and determined eligible for funding assistance based on ADP criteria;
- do not submit an application for funding assistance to the Program for an applicant who does not meet eligibility criteria established by the ADP;
- provide applicants with a list of ADP registered vendors serving their community and advise applicants to consider more than one vendor to compare options, service plans and, if relevant, prices;
- inform applicants about the price they should expect to pay when purchasing a device;
- explain additional costs the applicant can expect to incur when purchasing the device;
- follow up with the applicant as needed, after the authorized visual aid has been provided by the vendor to ensure that the

visual aid meets the applicant's visual functioning level;

- abide by the ADP Conflict of Interest Policy;
- comply with the terms and conditions of the Authorizer Agreement, the Program Manual and any device-specific administration manuals, including those terms and conditions in relation to the release of personal information and personal health information by the Authorizer. Authorizers should also ensure that they are in compliance with all other applicable legislation, including the *Freedom of Information and Protection of Privacy Act*, the *Personal Information Protection and Electronic Documents Act*, 2000 and the *Personal Health Information Protection Act*, 2004;
- notify the ADP of any or all changes in the Authorizer's operating information;
- keep and maintain all records relating to the Authorizer's activities and participation in the program; and
- continue to meet all conditions specified in the Authorizer Agreement.

## **Conflict of Interest**

The ADP defines a conflict of interest in the Conflict of Interest Policy, located in the ADP Manual. It may include situations in which a Registered ADP Authorizer, who determines applicant eligibility or refers applicants to a registered vendor, accepts from that vendor any fee or amount, or receives any benefit from that vendor directly or indirectly. Authorizers should consult the Conflict of Interest Policy for additional details regarding conflicts of interest.

## Authorizer Roles and Responsibilities

### 17. Vision Rehabilitation Worker

The ADP must register a vision rehabilitation worker as an ADP Authorizer before they can:

- recommend certain ADP approved visual aids to eligible applicants; and
- complete the ADP application form.

To become an Authorizer the vision rehabilitation worker must:

- obtain a permanent certificate of Low Vision Specialist/Therapist from Vision Loss Rehabilitation Ontario.

The vision rehabilitation worker must assess the applicant's status in person and recommend the appropriate device that best meets the applicant's basic needs.

Eligibility for ADP funding assistance is based on policies and criteria established by the Program. If it is determined that the applicant is eligible for ADP funding, the rehabilitation teacher of the blind may complete the application form and submit it to the ADP for review.

### Registration Status

A vision rehabilitation worker registered with the ADP as an Authorizer must adhere to the terms and conditions specified in the Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual(s) applicable to the device(s) they are authorizing.

To maintain their registration status with the ADP, a vision rehabilitation worker must maintain good working knowledge of ADP policies and procedures, and reliable device assessment skills. A vision rehabilitation worker who has authorized five or fewer devices over a two-year period will receive written notification that the ADP may terminate their Authorizer Agreement. A vision rehabilitation worker who wishes to appeal the notification should submit an appeal request in writing to the

Program. The Program will notify the vision rehabilitation worker in writing of the final decision regarding their registration status.

A vision rehabilitation worker must maintain an active status with the Program in order to be eligible to sign application forms and receive Program mailings. If the vision rehabilitation worker informs the Program of a leave of absence that will suspend authorizing duties, the ADP will change their authorizing status to "on leave".

The vision rehabilitation worker must send the ADP a letter explaining a change in status that will affect his or her authorizing duties to:

**Registration Unit**

Assistive Devices Program

Ministry of Health

5700 Yonge Street, 7th Floor

Toronto, Ontario M2M 4K5

Fax: (416) 327-8192

A vision rehabilitation worker who seeks to reinstate their Authorizer registration status must send a request in writing to the Registration Unit at the above address.

## **Roles and Responsibilities**

**Role of the Vision Rehabilitation Worker:**

- To inform the applicant and/or the agent about all applicable ADP policies, eligibility criteria, and procedures, so that the applicant and/or agent can make an informed decision regarding the submission of an application to the Program.
- To recommend ADP approved devices for eligible applicants based on the vision rehabilitation worker's thorough assessment of the applicant's functional or medical need.
- To complete the application form.

**Responsibilities of the Vision Rehabilitation Worker:**

The Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual (s) sets out the responsibilities of Registered ADP Authorizers. In particular, please note that in order to maintain an Authorizer's registration status with the ADP, the vision rehabilitation worker must comply with the following responsibilities:

- maintain a clear understanding of policy and procedures related to the Program and the categories for which they are registered;
- maintain a good working knowledge of devices authorized and knowledge of currently available products listed in the ADP device specific product manual(s);
- recommend devices only for applicants whom they have assessed in person and determined eligible for funding assistance based on ADP criteria;
- do not submit an application for funding assistance to the Program for an applicant who does not meet eligibility criteria established by the ADP;
- provide applicants with a list of ADP registered vendors serving their community and advise applicants to consider more than one vendor to compare options, service plans and, if relevant, prices;
- inform applicants about the price they should expect to pay when purchasing a device;
- explain additional costs the applicant can expect to incur when purchasing the device;
- follow up with the applicant as needed, after the authorized visual aid has been provided by the vendor to ensure that the visual aid meets the applicant's visual functioning level;

- abide by the ADP Conflict of Interest Policy;
- comply with the terms and conditions of the Authorizer Agreement, the Program Manual and any device-specific administration manuals, including those terms and conditions in relation to the release of personal information and personal health information by the Authorizer. Authorizers should also ensure that they are in compliance with all other applicable legislation, including the *Freedom of Information and Protection of Privacy Act*, the *Personal Information Protection and Electronic Documents Act, 2000* and the *Personal Health Information Protection Act, 2004*;
- notify the ADP of any or all changes in the Authorizer's operating information;
- keep and maintain all records relating to the Authorizer's activities and participation in the program; and
- continue to meet all conditions specified in the Authorizer Agreement.

## **Conflict of Interest**

The ADP defines a conflict of interest in the Conflict of Interest Policy, located in the ADP Manual. It may include situations in which a Registered ADP Authorizer, who determines applicant eligibility or refers applicants to a registered vendor, accepts from that vendor any fee or amount, or receives any benefit from that vendor directly or indirectly. Authorizers should consult the Conflict of Interest Policy for additional details regarding conflicts of interest.

## Authorizer Roles and Responsibilities

### 18. Rehabilitation Teacher

The ADP must register a rehabilitation teacher as an ADP Authorizer before they can:

- recommend certain ADP approved visual aids to eligible applicants; and
- complete the ADP application form.

To become an Authorizer the rehabilitation teacher must obtain:

- a permanent certificate as an Independent Living Skills Specialist (Vision Rehabilitation Therapist) from the Vision Loss Rehabilitation Ontario; or
- have proof of completion in **one** of the Post-Secondary and Educational Programs in Vision Loss Rehabilitation or equivalent accreditation outlined in 905.09 of the Visual Aids Policy and Administration Manual

The rehabilitation teacher must assess the applicant's status in person and recommend the appropriate device that best meets the applicant's basic needs.

Eligibility for ADP funding assistance is based on policies and criteria established by the Program. If it is determined that the applicant is eligible for ADP funding, the rehabilitation teacher may complete the application form and submit it to the ADP for review.

### Registration Status

A rehabilitation teacher registered with the ADP as an Authorizer must adhere to the terms and conditions specified in the Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual(s) applicable to the device(s) they are authorizing.

To maintain their registration status with the ADP, a rehabilitation worker must maintain good working knowledge of ADP policies and procedures, and reliable



device assessment skills. A rehabilitation teacher who has authorized five or fewer devices over a two-year period will receive written notification that the ADP may terminate their Authorizer Agreement. A rehabilitation teacher who wishes to appeal the notification should submit an appeal request in writing to the Program. The Program will notify the rehabilitation teacher in writing of the final decision regarding their registration status.

A rehabilitation worker must maintain an active status with the Program in order to be eligible to sign application forms and receive Program mailings. If the rehabilitation teacher informs the Program of a leave of absence that will suspend authorizing duties, the ADP will change their authorizing status to "on leave".

The rehabilitation teacher must send the ADP a letter explaining a change in status that will affect his or her authorizing duties to:

### **Registration Unit**

Assistive Devices Program

Ministry of Health

5700 Yonge Street, 7th Floor

Toronto, Ontario M2M 4K5

Fax: (416) 327-8192

A rehabilitation teacher who seeks to reinstate their Authorizer registration status must send a request in writing to the Registration Unit at the above address.

## **Roles and Responsibilities**

### **Role of the Rehabilitation Teacher:**

- To inform the applicant and/or the agent about all applicable ADP policies, eligibility criteria, and procedures, so that the applicant and/or agent can make an informed decision regarding the submission of an application to the Program.
- To recommend ADP approved devices for eligible applicants based on the vision rehabilitation worker's thorough

assessment of the applicant's functional or medical need.

- To complete the application form.

### **Responsibilities of the Rehabilitation Teacher:**

The Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual (s) sets out the responsibilities of Registered ADP Authorizers. In particular, please note that in order to maintain an Authorizer's registration status with the ADP, the rehabilitation Teacher must comply with the following responsibilities:

- maintain a clear understanding of policy and procedures related to the Program and the categories for which they are registered;
- maintain a good working knowledge of devices authorized and knowledge of currently available products listed in the ADP device specific product manual(s);
- recommend devices only for applicants whom they have assessed in person and determined eligible for funding assistance based on ADP criteria;
- do not submit an application for funding assistance to the Program for an applicant who does not meet eligibility criteria established by the ADP;
- provide applicants with a list of ADP registered vendors serving their community and advise applicants to consider more than one vendor to compare options, service plans and, if relevant, prices;
- inform applicants about the price they should expect to pay when purchasing a device;
- explain additional costs the applicant can expect to incur when purchasing the device;

- follow up with the applicant as needed, after the authorized visual aid has been provided by the vendor to ensure that the visual aid meets the applicant's visual functioning level;
- abide by the ADP Conflict of Interest Policy;
- comply with the terms and conditions of the Authorizer Agreement, the Program Manual and any device-specific administration manuals, including those terms and conditions in relation to the release of personal information and personal health information by the Authorizer. Authorizers should also ensure that they are in compliance with all other applicable legislation, including the *Freedom of Information and Protection of Privacy Act*, the *Personal Information Protection and Electronic Documents Act*, 2000 and the *Personal Health Information Protection Act*, 2004;
- notify the ADP of any or all changes in the Authorizer's operating information;
- keep and maintain all records relating to the Authorizer's activities and participation in the program; and
- continue to meet all conditions specified in the Authorizer Agreement.

## **Conflict of Interest**

The ADP defines a conflict of interest in the Conflict of Interest Policy, located in the ADP Manual. It may include situations in which a Registered ADP Authorizer, who determines applicant eligibility or refers applicants to a registered vendor, accepts from that vendor any fee or amount, or receives any benefit from that vendor directly or indirectly. Authorizers should consult the Conflict of Interest Policy for additional details regarding conflicts of interest.

## Authorizer Roles and Responsibilities

### 19. Orientation and Mobility Instructor

The ADP must register an orientation and mobility instructor as an ADP Authorizer before they can:

- recommend certain ADP approved visual aids to eligible applicants; and
- complete the ADP application form.

To become an Authorizer the orientation and mobility instructor must have:

- a permanent certificate as an Orientation & Mobility Specialist from Vision Loss Rehabilitation Ontario; or
- have proof of completion in **one** of the Post-Secondary and Educational Programs in Vision Loss Rehabilitation or equivalent accreditation outlined in 905.09 of the Visual Aids Policy and Administration Manual

The orientation and mobility instructor must assess the applicant's status in person and recommend the appropriate device that best meets the applicant's basic needs.

Eligibility for ADP funding assistance is based on policies and criteria established by the Program. If it is determined that the applicant is eligible for ADP funding, the orientation and mobility instructor may complete the application form and submit it to the ADP for review.

### Registration Status

An orientation and mobility instructor registered with the ADP as an Authorizer must adhere to the terms and conditions specified in the Authorizer Agreement, the ADP Manual and the device- specific policy and administration manual(s) applicable to the device(s) they are authorizing.

To maintain their registration status with the ADP, an orientation and mobility instructor must maintain good working knowledge of ADP policies and

procedures, and reliable device assessment skills. An orientation and mobility instructor who has authorized five or fewer devices over a two-year period will receive written notification that the ADP may terminate their Authorizer agreement. An orientation and mobility instructor who wishes to appeal the notification should submit an appeal request in writing to the Program. The Program will notify the orientation and mobility instructor in writing of the final decision regarding their registration status.

An orientation and mobility instructor must maintain an active status with the Program in order to be eligible to sign application forms and receive Program mailings. If the orientation and mobility instructor informs the Program of a leave of absence that will suspend authorizing duties, the ADP will change their authorizing status to "on leave".

The orientation and mobility instructor must send the ADP a letter explaining a change in status that will affect his or her authorizing duties to:

**Registration Unit**

Assistive Devices Program  
Ministry of Health  
5700 Yonge Street, 7th Floor  
Toronto, Ontario M2M 4K5  
Fax: (416) 327-8192

An orientation and mobility instructor who seeks to reinstate their Authorizer registration status must send a request in writing to the Registration Unit at the above address.

**Roles and Responsibilities****Role of the Orientation and Mobility Instructor:**

- To inform the applicant and/or the agent about all applicable ADP policies, eligibility criteria, and procedures, so that the applicant and/or agent can make an informed decision regarding the submission of an application to the Program.

- To recommend ADP approved devices for eligible applicants based on the vision rehabilitation worker's thorough assessment of the applicant's functional or medical need.
- To complete the application form.

### **Responsibilities of the Orientation and Mobility Instructor:**

The Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual (s) sets out the responsibilities of ADP Registered Authorizers. In particular, please note that in order to maintain an Authorizer's registration status with the ADP, the specialist/rehabilitation teacher to the blind must comply with the following responsibilities:

- maintain a clear understanding of policy and procedures related to the Program and the categories for which they are registered;
- maintain a good working knowledge of devices authorized and knowledge of currently available products listed in the ADP device specific product manual(s);
- recommend devices only for applicants whom they have assessed in person and determined eligible for funding assistance based on ADP criteria;
- do not submit an application for funding assistance to the Program for an applicant who does not meet eligibility criteria established by the ADP;
- provide applicants with a list of ADP registered vendors serving their community and advise applicants to consider more than one vendor to compare options, service plans and, if relevant, prices;
- inform applicants about the price they should expect to pay when purchasing a device;
- explain additional costs the applicant can expect to incur when

purchasing the device;

- follow up with the applicant as needed, after the authorized visual aid has been provided by the vendor to ensure that the visual aid meets the applicant's visual functioning level;
- abide by the ADP Conflict of Interest Policy;
- comply with the terms and conditions of the Authorizer Agreement, the Program Manual and any device-specific administration manuals, including those terms and conditions in relation to the release of personal information and personal health information by the Authorizer. Authorizers should also ensure that they are in compliance with all other applicable legislation, including the *Freedom of Information and Protection of Privacy Act*, the *Personal Information Protection and Electronic Documents Act*, 2000 and the *Personal Health Information Protection Act*, 2004;
- notify the ADP of any or all changes in the Authorizer's operating information;
- keep and maintain all records relating to the Authorizer's activities and participation in the program; and
- continue to meet all conditions specified in the Authorizer Agreement.

## **Conflict of Interest**

The ADP defines a conflict of interest in the Conflict of Interest Policy, located in the ADP Manual. It may include situations in which a Registered ADP Authorizer, who determines applicant eligibility or refers applicants to a registered vendor, accepts from that vendor any fee or amount, or receives any benefit from that vendor directly or indirectly. Authorizers should consult the Conflict of Interest Policy for additional details regarding conflicts of interest.

## Authorizer Roles and Responsibilities

### 20. CCTV Authorizer

The ADP must register an individual as an ADP CCTV Authorizer before they can:

- recommend certain ADP approved visual aids to eligible applicants; and
- complete the ADP application form.

To become an Authorizer the individual must:

- be employed at a Regional Assessment Centre or CCTV Centre; and
  - have proof of completion in **one** of the Post-Secondary and Educational Programs in Vision Loss Rehabilitation or equivalent accreditation outlined in 905.09 of the Visual Aids Policy and Administration Manual
- OR
- be considered by the ADP on a case-by-case basis.

The CCTV Authorizer must assess the applicant's status in person and recommend the appropriate device that best meets the applicant's basic needs.

Eligibility for ADP funding assistance is based on policies and criteria established by the Program. If it is determined that the applicant is eligible for ADP funding, the CCTV Authorizer may complete the application form and submit it to the ADP for review.

### Registration Status

A CCTV Authorizer registered with the ADP must adhere to the terms and conditions specified in the Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual(s) applicable to the device(s) they are authorizing.

To maintain their registration status with the ADP, a CCTV Authorizer must maintain



good working knowledge of ADP policies and procedures, and reliable device assessment skills. A CCTV Authorizer who has authorized five or fewer devices over a two-year period will receive written notification that the ADP may terminate their Authorizer Agreement. A CCTV Authorizer who wishes to appeal the notification should submit an appeal request in writing to the Program. The Program will notify the CCTV Authorizer in writing of the final decision regarding their registration status.

A CCTV Authorizer must maintain an active status with the Program in order to be eligible to sign application forms and receive Program mailings. If the CCTV Authorizer informs the Program of a leave of absence that will suspend authorizing duties, the ADP will change their authoring status “on leave”.

The CCTV Authorizer must send the ADP a letter explaining a change in status that will affect his or her authorizing duties to:

### **Registration Unit**

Assistive Devices Program

Ministry of Health

5700 Yonge Street, 7th Floor

Toronto, Ontario M2M 4K5

Fax: (416) 327-8192

A CCTV Authorizer who seeks to reinstate their Authorizer registration status must send a request in writing to the Registration Unit at the above address.

## **Roles and Responsibilities**

### **Role of the CCTV Authorizer:**

- To inform the applicant and/or the agent about all applicable ADP policies, eligibility criteria, and procedures, so that the applicant and/or agent can make an informed decision regarding the submission of an application to the Program.
- To recommend ADP approved devices for eligible applicants based on the vision rehabilitation worker's thorough

assessment of the applicant's functional or medical need.

- To complete the application form.

### **Responsibilities of the CCTV Authorizer:**

The Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual (s) sets out the responsibilities of Registered ADP Authorizers. In particular, please note that in order to maintain an Authorizer's registration status with the ADP, the CCTV Authorizer must comply with the following responsibilities:

- maintain a clear understanding of policy and procedures related to the Program and the categories for which they are registered;
- maintain a good working knowledge of devices authorized and knowledge of currently available products listed in the ADP device specific product manual(s);
- recommend devices only for applicants whom they have assessed in person and determined eligible for funding assistance based on ADP criteria;
- do not submit an application for funding assistance to the Program for an applicant who does not meet eligibility criteria established by the ADP;
- provide applicants with a list of ADP registered vendors serving their community and advise applicants to consider more than one vendor to compare options, service plans and, if relevant, prices;
- inform applicants about the price they should expect to pay when purchasing a device;
- explain additional costs the applicant can expect to incur when purchasing the device;

- follow up with the applicant as needed, after the authorized visual aid has been provided by the vendor to ensure that the visual aid meets the applicant's visual functioning level;
- abide by the ADP Conflict of Interest Policy;
- comply with the terms and conditions of the Authorizer Agreement, the Program Manual and any device-specific administration manuals, including those terms and conditions in relation to the release of personal information and personal health information by the Authorizer. Authorizers should also ensure that they are in compliance with all other applicable legislation, including the *Freedom of Information and Protection of Privacy Act*, the *Personal Information Protection and Electronic Documents Act*, 2000 and the *Personal Health Information Protection Act*, 2004;
- notify the ADP of any or all changes in the Authorizer's operating information;
- keep and maintain all records relating to the Authorizer's activities and participation in the program; and
- continue to meet all conditions specified in the Authorizer Agreement.

## **Conflict of Interest**

The ADP defines a conflict of interest in the Conflict of Interest Policy, located in the ADP Manual. It may include situations in which a Registered ADP Authorizer, who determines applicant eligibility or refers applicants to a registered vendor, accepts from that vendor any fee or amount, or receives any benefit from that vendor directly or indirectly. Authorizers should consult the Conflict of Interest Policy for additional details regarding conflicts of interest.

## Authorizer Roles and Responsibilities

### 21. High Technology Visual Aids Authorizer

The ADP must register an individual as an ADP High Technology Visual Aids Authorizer before they can:

- recommend certain ADP approved visual aids to eligible applicants; and
- complete the ADP application form.

To become a high technology visual aids Authorizer the individual must:

- be employed at a Regional Assessment Centre; and
  - have proof of completion in **one** of the Post-Secondary and Educational Programs in Vision Loss Rehabilitation or equivalent accreditation outlined in 905.09 of the Visual Aids Policy and Administration Manual
- OR
- be considered by the ADP on a case-by-case basis.

The high technology visual aids Authorizer must assess the applicant's status in person and recommend the appropriate device that best meets the applicant's basic needs.

Eligibility for ADP funding assistance is based on policies and criteria established by the Program. If it is determined that the applicant is eligible for ADP funding, the high technology visual aids Authorizer may complete the application form and submit it to the ADP for review.

### Registration Status

A high technology visual aids Authorizer registered with the ADP must adhere to the terms and conditions specified in the Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual(s) applicable to the device(s) they are authorizing.

To maintain their registration status with the ADP, a high technology visual aids Authorizer must maintain good working knowledge of ADP policies and procedures, and reliable device assessment skills. A high technology visual aids Authorizer who has authorized five or fewer devices over a two-year period will receive written notification that the ADP may terminate their Authorizer Agreement. A high technology visual aids Authorizer who wishes to appeal the notification should submit an appeal request in writing to the Program. The Program will notify the high technology visual aids Authorizer in writing of the final decision regarding their registration status.

A high technology visual aids Authorizer must maintain an active status with the Program in order to be eligible to sign application forms and receive Program mailings. If the high technology visual aids Authorizer informs the Program of a leave of absence that will suspend authorizing duties, the ADP will change their authoring status "on leave".

The high technology visual aids Authorizer must send the ADP a letter explaining a change in status that will affect his or her authorizing duties to:

**Registration Unit**

Assistive Devices Program  
Ministry of Health  
5700 Yonge Street, 7th Floor  
Toronto, Ontario M2M 4K5  
Fax: (416) 327-8192

A high technology visual aids Authorizer who seeks to reinstate their Authorizer registration status must send a request in writing to the Registration Unit at the above address.

## **Roles and Responsibilities**

### **Role of the High Technology Visual Aids Authorizer:**

- To inform the applicant and/or the agent about all applicable ADP policies, eligibility criteria, and procedures, so that the applicant and/or agent can make an informed decision

regarding the submission of an application to the Program.

- To recommend ADP approved devices for eligible applicants based on the vision rehabilitation worker's thorough assessment of the applicant's functional or medical need.
- To complete the application form.

### **Responsibilities of the High Technology Visual Aids Authorizer:**

The Authorizer Agreement, the ADP Manual and the device-specific policy and administration manual (s) sets out the responsibilities of Registered ADP Authorizers. In particular, please note that in order to maintain an Authorizer's registration status with the ADP, the high technology visual aids Authorizer must comply with the following responsibilities:

- maintain a clear understanding of policy and procedures related to the Program and the categories for which they are registered;
- maintain a good working knowledge of devices authorized and knowledge of currently available products listed in the ADP device specific product manual(s);
- recommend devices only for applicants whom they have assessed in person and determined eligible for funding assistance based on ADP criteria;
- do not submit an application for funding assistance to the Program for an applicant who does not meet eligibility criteria established by the ADP;
- provide applicants with a list of ADP registered vendors serving their community and advise applicants to consider more than one vendor to compare options, service plans and, if relevant, prices;
- inform applicants about the price they should expect to pay when purchasing a device;
- explain additional costs the applicant can expect to incur when

purchasing the device;

- follow up with the applicant as needed, after the authorized visual aid has been provided by the vendor to ensure that the visual aid meets the applicant's visual functioning level;
- abide by the ADP Conflict of Interest Policy;
- comply with the terms and conditions of the Authorizer Agreement, the Program Manual and any device-specific administration manuals, including those terms and conditions in relation to the release of personal information and personal health information by the Authorizer. Authorizers should also ensure that they are in compliance with all other applicable legislation, including the *Freedom of Information and Protection of Privacy Act*, the *Personal Information Protection and Electronic Documents Act*, 2000 and the *Personal Health Information Protection Act*, 2004;
- notify the ADP of any or all changes in the Authorizer's operating information;
- keep and maintain all records relating to the Authorizer's activities and participation in the program; and
- continue to meet all conditions specified in the Authorizer Agreement.

## **Conflict of Interest**

The ADP defines a conflict of interest in the Conflict of Interest Policy, located in the ADP Manual. It may include situations in which a Registered ADP Authorizer, who determines applicant eligibility or refers applicants to a registered vendor, accepts from that vendor any fee or amount, or receives any benefit from that vendor directly or indirectly. Authorizers should consult the Conflict of Interest Policy for additional details regarding conflicts of interest.