

**Ontarians with Disabilities Act**  
**Work Plan for Mount Sinai Hospital**  
*September 2004 to September 2005*

***Developing and distributing an informational brochure for patients***

1. Gathering information regarding accessible features and programs throughout the hospital.
2. Designing the brochure.
3. Estimating the cost of the brochure for inclusion in 2003-04 budget.
4. Printing the brochure.
5. Distributing the brochure.
6. Putting information on the internet.

***Incorporating identification of special needs into main clinical information system***

1. Developing a plan to ensure that fields for special needs are incorporated into the physician order entry form.
2. Developing an overall plan for identifying special needs in hospital's main clinical information system.
3. Implementing the inclusion of fields identifying special needs into the physicians' order entry system.

***Assuring suppliers take accessibility into account***

1. Developing standardized clauses for inclusion in request for proposals and contracts.
2. Ensuring that all contracts with suppliers include provisions for accessibility appropriate to the contract.

***Develop lifting expertise in staff***

1. Identifying people with high degree of expertise in lifting and the use of lifting devices.
2. Develop an educational strategy to meet the needs of all the staff, including how to use equipment properly.
3. Complete ceiling lifts installation in all patient care areas.

***Planning Activities***

1. Develop a checklist to identify accessibility issues in the hospital.
2. Conduct an accessibility assessment of 60 Murray Street.
3. Conduct an assessment of intranet/website accessibility.
4. Review of human resource policies to ensure they support access.
5. Incorporate accessibility issues in JOH&S reviews for local managers to address.