**Risk Assessment for a Telehealth Session**

Client’s name: Placement:

Staff’s name: Date:

If a telehealth session is suitable based on the decision making tool, prior to your visit, speak to the staff to go through the questions below:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Factors to consider | Yes | No | Potential risks identified | Agreed actions | Named Person | Review Date | Review outcome & date |
| 1. Is there access to encrypted apps on the device such as Zoom or Google Hangouts. Other options include WhatsApp, Skype and Facetime. (see recommendations in guidance: <https://www.nhsx.nhs.uk/key-information-and-tools/information-governance-guidance/health-care-professionals>) | This IS NECESSARY. If not, it will be impossible to conduct a telehealth video session. |  |  |  |  |  |  |
| 2. Can a member of staff be present throughout the session? |  | This IS NECESSARY. If not, it will be impossible to conduct a telehealth video session. |   |  |  |  |  |
| 3. Can a staff briefing session be scheduled with the member of staff prior to the session? |  |  |  |  |  |  |  |
| 4. Is the assessment being able to be carried out in a quiet and private space? This is to ensure * The person, staff and SLT can communicate without disruptions
* That the SLT will be able to assess the person’s voice quality.
* The discussions during the assessment can remain confidential
 |  |  |  |  |  |  |  |
| 5. Can the device be placed in a position with a clear view of the person’s mouth and throat areas? You may need a case or a stand for the device. |  |  |  |  |  |  |  |
| 6. Is the person able to understand the purpose of the telehealth session? |  |  |  |  |  |  |  |
| 7. If the session has to be done in best interests, will having a device visible to the person cause any distress or disruption to his/her mealtimes?  | You may want to place the device at a more discreet position. |  |  |  |  |  |  |
| 8. Does the staff require to wear any PPE based on the setting’s policy?  |  |  |  |  |  |  |  |
| 9. Does the staff have anything to sterilise the device before and after the telehealth session? |  |  |  |  |  |  |  |

Any other things to consider that may impact the delivery of the session:

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Assessment completed by:

Signature:

Position: