

Association for Engineering & Medical Volunteer Services

工程及醫療義務工作協會



ANNUAL REPORT 2004-2006

二零零四至二零零六年年報

Association for Engineering & Medical Volunteer Services



CONTENT

CHAIRMAN'S REMARKS	4
PATRON & HONORARY ADVISORS	6
HONORARY AUDITORS & FINANCIAL ADVISORS	7
EXECUTIVE COMMITTEE MEMBERS (2004-2006)	7
STAFF LIST (2004-2006)	8
SERVICES REPORT	
Technical/Computer Aids Services from the Disabled (TASD/CASD)	12
Electric Wheelchair Repair Clinic and Resource Centre	16
Rehabilitation Software Library	18
Computer Rehabilitation Resource Station	20
Integrated Home Care Service	24
Community Occupational Therapy	26
Care for the Elderly Living Alone	29
Integrated Vocational Rehabilitation Service Centre	31
Supported Employment Service	33
Jockey Club Desktop Publishing Centre	35
Independent Living Fund	38
Occupational Therapy/Physiotherapy Service	40
NEW PROJECT	
The Clean Laundry	42
MEMBERS AND VOLUNTEERS MANAGEMENT	44
FINANCE	
Auditor's Report	85

Address: No. 207-212, Podium Floor, Block 44, Shek Kip Mei Estate, Kowloon

Tel: (852) 2776 8569 Fax: (852) 2788 1194

Web-site: www.emv.org.hk E-mail: info@emv.org.hk

C **HAIRMAN's REMARKS**

The world today is not what it used to be, and only services that are of value to the community could survive the test of time. While EMV prides itself as a pioneer in rehabilitation engineering services, we constantly remind ourselves from falling into complacency. Unlike business world, innovations in the welfare sector are neither secret nor guarded. On the contrary, we conduct briefing and sharing sessions with a view to promoting understanding and making such services more readily available. To survive, we keep on exploring, evolving and redefining EMV's position in the light of changing social environment.

Social enterprise has gathered thrust and seemingly become a trend in recent years. With funding support from the Social Welfare Department, EMV has established the Clean Laundry, a social enterprise, in 2005 to enhance employment opportunities for disabled persons. Strategic location of collection counters at private residential estates, and value added service such as door-to-door collection and delivery are provided with a view to securing a niche customer segment. The Clean Laundry is operated by the disabled under commercial principle. It is doing fine we are hopeful of a financial report in black.

Well before the introduction of social enterprise in Hong Kong, EMV has pioneered the Electric Wheelchair Repair Clinic and Resources Centre with basically the same philosophy. After struggling through the initial years, it finally manages to break even in 2005-2006. Both the membership size and service requests have increased significantly. In addition to the provision of repair, maintenance and on-loan services, accessories add-on services such as the installation of rear mirror, lights, umbrella holder and etc. are also provided to enhance the functions of electric wheelchair to meet individual needs.

Information technology has permeated into every facet of daily living and the social welfare sector is of no exception. Apart from the Rehabilitation Software Library that continues to design and fabricate training software for the disabled,

we have customized the C-Rehab Resource Station to provide a web of information and computer training programs specifically for mentally handicapped and autistic persons. The Station was set up in 2005 with funding support from the Hong Kong Jockey Club Charities Trust. Rehabilitation workers and parents are free to use the programs for the training of cognitive, motor, community living and vocational skills and functions. Responses of the service users are positive and encouraging as they found the programs stimulating and effective. As at today, both the log-in rate and membership size have far exceeded the initial estimates.

The Endeavor, our sheltered workshop in Tuen Mun, was transformed into an Integrated Vocational Rehabilitation Services Centre to provide one-stop comprehensive vocational rehabilitation services for disabled persons, including in-house and external training, supported employment and open employment placement services. The Endeavor has been operating very successfully since its inception in 2002.

Apart from the abovementioned, all our other services have accomplished respective performance targets while within budget. Nonetheless, all these would not be achieved without the unfailing support and endorsement of our services users, volunteers and members. We are particularly indebted to the Social Welfare Department, the Hong Kong Jockey Club Charities Trust, the Hong Kong Community Chest and all other donors for their continuous sponsorships over the years.

Looking ahead, EMV will continue to explore, evolve and redefine its position in congruence with the changing social environment. We are committed to make the best use of resources entrusted upon us through corporate governance, and to enhance satisfaction of service users through quality management.

PATRON

Dr. CHIANG Chun

HONORARY ADVISORS

Professor Nelson CHOW

Dr. York CHOW

Professor Sir Harry S. Y. FANG C.B.E., LL.D., J.P.

Professor P. C. W. FUNG

Professor S. Y. KING

Mr. M. B. LEE J.P.

Professor P. C. LEUNG

Ms. Maria TAM

HONORARY AUDITORS & FINANCIAL ADVISORS

Mr. Lawrence S. Y. CHAN

CHAN & MAN

EXECUTIVE COMMITTEE MEMBERS (2004-2006)

Chairman

Mr. CHAN Fan

Vice Chairman

Mr. CHAN Yuk-keung, Simon

Treasurer

Mr. LAW Chit-wai, Jeffrey

Committee Members

Mr. CHAN Fuk-keung, Stanley

Dr. CHAN Hok-sum

Mr. CHAN Kam-wa, Eddie

Dr. CHENG Suk-kuen, Virginia

Mr. CHEUNG Kin-man, Wilson

S

TAFF LIST (2004-2006)

Executive Director	Ms. LUK Yim-ling, Lisa
Executive Secretary	Ms. AU Mei-chi, Venus
Occupational Therapist	Mr. CHENG Cho-wing, Nelson Ms. CHOW Ka-man, Dominique Ms. LI Wai-yu (<i>till 31.3.2006</i>) Ms. MA Cheuk-han, Orfina (<i>from 20.3.2006</i>) Ms. MA Lai-fun, Phoebe Ms. SO Sum-kit, Nancy (<i>till 30.6.2004</i>)
Administrative Assistant	Ms. TSANG Tze-luen, Lilac
Software Engineer	Mr. WONG Tak-shing, William
Web Page Artist	Ms. CHEUNG Wai-man, Vivian (<i>from 12.5.2005</i>)
Programmer	Mr. YEUNG Ho-cheung, Jimmy (<i>from 23.5.2005</i>)
Workshop Supervisor	Mr. KUNG Kwok-sum, Stephen
Engineer	Mr. LEUNG Chi-yuen, Eddy (<i>till 31.7.2005</i>) Mr. KWAN Wai-lun, Simon (<i>from 22.8.2005</i>)
Electronic Technician	Mr. TSANG Tit-hung, Zenegger
Carpenter	Mr. CHUI Lin-biu
Workman	Ms. NGAN Yin-choi
Supported Employment Service	
Placement Officer	Ms. LAM Suet-fun, Jackie
Assistant Placement Officer	Ms. AU YEUNG Hon-man, Homan (<i>till 25.8.2004</i>)

Mr. CHAN Chun-hei, Ronnie (*till 30.11.2005*)
Mr. CHAN Chun-hung, Andy (*from 14.06.2004*)
Ms. CHAK Sheung-ling, Shelly (*from 5.12.2005*)
Ms. HO Hoi-yee, June
Mr. KWAN Siu-kwan, Alvin (*from 23.8.2004*)
Ms. NG Wai-chi, Maggie (*from 14.6.2004*)
Ms. SIN Ka-yee, Zoe (*from 23.8.2004*)
Ms. YEUNG Wai-hang, Tiffany (*from 1.6.2004*)
Program Assistant Mr. LEE Chi-keung, Joel (*till 31.3.2006*)
Ms. SEE Sin-ting
Mr. WONG Wing-wa, Sidney
Ms. WU Yuk-ying, Carrie (*from 28.11.2005*)

Jockey Club Desktop Publishing Centre

Manager Ms. CHEUNG Lai-ying, Wendy
Production Supervisor Mr. NG Hung-hung, Andrew (*till 30.10.2004*)
Mr. LI King-man, Eric (*from 9.5.2005*)
Clerk Ms. CHAN Wing-yin, Janet (*till 31.3.2005*)
Administrative Assistant Ms. CHOW Pik-ying (*till 15.1.2006*)
Ms. FANG Cai-xia, Mandy (*from 18.1.2006*)
Office Assistant Ms. FANG Cai-xia, Mandy (*till 17.1.2006*)
Ms. WONG Man-yuen, Esther (*from 18.1.2006*)

Integrated Vocational Rehabilitation Services Centre

Manager	Ms. LO Chui-fong, Priscilla (<i>till 3.10.2004</i>) Ms. WONG Nga-wai, Clara (<i>from 27.9.2004</i>)
Assistant Manager	Ms. LO Pui-yee, Winnie (<i>till 15.1.2005</i>) Mr. LEUNG Kin-yip, Kenneth (<i>from 6.4.2005</i>)
Social Worker	Ms. LI Yee-wai, Noel (<i>till 23.10.2005</i>) Mr. LAM Yuk-kit, Angus (<i>from 23.1.2006</i>)
Operation Supervisor	Ms. CHEUNG Ka-lam (<i>from 1.11.2005</i>) Ms. LAI Mo-kun (<i>till 31.10.2005</i>) Ms. SIU Oi-mui Mr. WONG Wai-hung, Thomas (<i>till 31.8.2005</i>)
Marketing Officer	Mr. WONG Wai-hon, Howard (<i>from 1.12.2005</i>)
Training Assistant	Ms. CHAN Mei-yin (<i>till 22.4.2005</i>) Mr. CHAN Yau-shing Mr. Samson CUNNINGHAM Ms. KWOK Ah-chun (<i>from 1.10.2005</i>) Ms. KWOK Pui-man Ms. LEUNG Mei-hou (<i>from 1.4.2005</i>) Ms. TAM Mei-sze (<i>from 21.9.2005</i>) Ms. WONG Man-ling
Program Assistant	Mr. SHAM Ka-hay (<i>from 1.1.2005</i>) Ms. TAM Shuk-yin (<i>from 1.9.2005</i>)
Administrative Assistant	Ms. LEUNG Cho-yee, Joey
Clerk	Ms. YEUNG Man-yi
Driver	Mr. CHEUNG Chung-ki

The Clean Laundry

Laundry Assistant Ms. CHAN Ho-chiu
 Ms. NG Chi-fun

Integrated Home Care Service Team

Team Leader Ms. NG Sau-chun, Sueky

Program Assistant Ms. KO Fung-king, Winky

Clerk Ms. LAU Kwai-fong, Peggie

Nurse Ms. LEE Yuk-ling (*from 8.3.2006*)
 Ms. TAM Cheuk Wai, Alexis
 Mr. WONG Hung-hei (*from 5.9.2005*)

Health Assistant Ms. CHO Yin-fong (*from 1.2.2006*)
 Ms. FAN Sau-lin (*from 5.12.2005*)
 Ms. HO Hoi-lei (*till 10.12.2005*)
 Ms. KWAN Suk-sin (*till 20.11.2005*)
 Ms. LIN Wai-chun (*till 13.9.2005*)
 Mr. TSANG Keung (*from 24.5.2004*)
 Ms. YUEN Siu-king (*from 7.11.2005*)

Home Helper Ms. LI Yim-ngan (*from 1.4.2005*)
 Ms. LEUNG Yu-wan
 Ms. MAI Yan-hua (*from 20.9.2005*)
 Ms. SIN Sui-ying
 Ms. YUK Wai (*till 25.10.2005*)

SERVICES REPORT

Technical / Computer Aids Services for the Disabled

Technical/Computer Aids Services for the Disabled aims at enhancing the independence of disabled persons through the design, fabrication, modification, installation and repair of technical and computer aids. The aids fabricated included daily living aids, seating and postural aids, rehabilitation aids, training aids, computer assistive devices etc.. Besides, repair service for rehabilitation devices such as electronic speech aids, manual wheelchairs and electric wheelchairs were also provided. In addition, clinical advice, consultation and recommendation on the design and appropriateness of technical aids for specific user were also rendered. The ultimate goal is to enhance the independence of disabled persons in all aspects of their daily living. In view of the growing demand for interface between technical and computing aspects in the design and fabrication of rehabilitation aids, the Technical Aids Services for the Disabled and Computer Aids Services for the Disabled Projects were merged into a single service as from 2004-2005. Volunteer teams of these two services were also combined and continued to provide professional advice and support to the merged service.

During the reporting period, 25 new products were designed and fabricated. They included daily living aids such as adapted nail cutter, universal bottle opener, two holes puncher aid, scissor training aid and adapted clothes-hanger system. These devices could assist disabled persons to cope with the difficulties encountered during their daily life. Home safety device such as personal alarm with sensor mat, which is a wireless alarm with a sensor mat to assist caregivers to look after elderly with wandering problem or high fall risk was fabricated. Seating and posturing devices such as cushion with pommel, which could improve disabled person seating posture and prevent fall was also designed. The newly produced shower chair with tilting function enabled users with poor seating posture to sit safely during bathing. Some new training aids including wall bar, retractable

steps and cognitive and communication training box with auditory feedback were also designed and fabricated. These devices were used for training the physical or cognitive functioning of disabled persons and elderly. For computer related product, two new input devices, namely the light vibrate switch and thin switch were designed and fabricated. To facilitate disabled persons to use their portable computer in their wheelchair for a longer time, a portable power supply for notebook computer was designed and fabricated. During this period, 83 pieces of rehabilitation software were designed and collected. Moreover, some existing products were further enhanced to improve their functions. The enlarged keyboard was further modified to minimize its size and weight. The metal plate of the slide knob switch was replaced by a microswitch. Acrylic was used to replace the wood or aluminum parts of some switches so as to improve the outlook and durability of the devices.

The Product Development Group continued to meet regularly during this period. New product ideas were being discussed during the meeting and some product ideas were materialized with the actual devices being fabricated. The design and fabrication of these product ideas including chopsticks switch, buttoning switch and zipper switch were still in progress. In order to solicit more new product ideas from the users, a rehabilitation aids design competition was launched in 2004-2005. The participants were required to submit ideas on new products. Through this exercise, some interesting suggestions were collected.

Information on the new and enhanced devices was disseminated to potential users and agencies through our web site, news bulletin and product catalogue. During the reporting period, 35 demonstration sessions on our products were organised. Our products were also demonstrated in the seminar on 'Introduction and Application of New Rehabilitation Products' organized by our Association in July 2004. Moreover, a booth was set up to demonstrate our products in the Trade Exhibition on 'Innovation for Quality Living' during the 11th World Congress of

the International Society for Prosthetics and Orthotics held in August 2004. A booth was also set up to exhibit our rehabilitation devices and training software during a seminar on 'Good Web Page Design - Barrier Free is the Key' held in December 2004. Our computer assistive devices were demonstrated to the participants of the seminar on 'IT Symposium on Bridging the Digital Divide 2006' held in January 2006. Through participation in these seminars and exhibitions, both the public and disabled persons could gain greater understanding of our service and products.

To upgrade the quality of service rendered, comprehensive after sale service was provided. Operation manuals on our products were compiled and distributed to the users. The manual, composed of individual product's specifications, installation & application guidelines and safety measures can facilitate easy and effective utilization by the users.



■ Volunteers were met regularly to brainstorm the ideas on the design and development of rehabilitation aids.

The service continued to solicit feedback from users through users' satisfaction survey forms. In addition to voluntary feedback received from users, survey was also conducted through phone interview and discount coupons were distributed to the users for participating in the exercise. During the reporting period, the survey findings reflected that over 85% of the service users considered that the application of technical and computer devices could enhance their independence and quality of life. Moreover, 85% of the service users considered that more effective training could be rendered through the application of assistive devices. Through individual contact with the service users, invaluable comments were gathered and ideas for further improvement of the products were also solicited.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>04-05</u>	<u>05-06</u>
Design and fabricate technical and computer aids	19,475	20,505
Repair technical and computer aids	6,935	7,340
Modify and evaluate regular technical and computer aids	428	455
Provide clinical consultation and recommend appropriate aids for disabled persons/elderly	22,800	24,020
Follow up and advise on the application of technical aids to disabled persons/elderly	18,715	19,720
Disseminate information on technical and computer aids to rehabilitation and elderly service workers	1,330	1,410
Organize demonstration sessions	456	491

Electric Wheelchair Repair Clinic and Resource Centre

Electric wheelchair is regarded as an indispensable device for some physically disabled persons. It helps to widen their scope of activity and enhance their independence, which is essential for their integration into the community. Accompanying the growing popularity in the utilisation of electric wheelchairs is the increasing needs for repair and maintenance service. With the funding support from S K Yee Medical Foundation, the Electric Wheelchair Repair Clinic and Resource Centre was established since November 2002. It aims to provide a comprehensive and one-stop service for electric wheelchair users.

The scope of service of the Centre includes the provision of home-based maintenance and regular checkup and repair service. Besides, on-loan service is available to help users to continue their daily routines when their wheelchairs are under repair. Professional advice and consultation on the selection of appropriate types of electric wheelchairs and accessories were rendered by our occupational therapist. Training on proper usage of electric wheelchair was also given. It aims to equip users with the skills and knowledge on proper use of wheelchair, which can enhance the durability of the wheelchairs as well as ensuring the safety of the users.

During the reporting period, promotional activities were launched. Service pamphlets were sent to all rehabilitation agencies, special schools, disabled self-help groups, hospitals, social security field units and family service centres. Talks on proper usage of electric wheelchairs and simple maintenance skills were also rendered to potential users.

The service operated on a membership system. During the past years, there was significant growth in the no. of members. Up till 31st March 2006, a total of 253 electric wheelchair users joined as members. Members could enjoy special discounts on regular checkup, repair and maintenance service as well as wheelchair on-loan service. With the availability of this system, members' wheelchairs could be kept at their optimal condition at all times.

During the reporting period, 178 home-based maintenance and check-up services and 264 repair services were provided to our members. To enhance the service quality and effectiveness, technical support was sought from our professional volunteers and the Plastics and Tooling Technology Development Centre of Vocational Training Council whenever necessary.

Service evaluation was conducted through questionnaires and 66 completed questionnaires were received. The overall comments were satisfactory. The needs of the members will be further explored so as to provide a more comprehensive service to them in the coming future.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>04-05</u>	<u>05-06</u>
Membership	176	253
Provision of home-based maintenance and check-up	72	106
Provision of repair service	171	93
Provision of wheelchair on-loan service	41	56
Provision of assessment and consultation on selection of electric wheelchair	6	11
Provision of training sessions	2	3
Telephone enquiries handled	50	55

Rehabilitation Software Library

Rehabilitation Software Library consists of a collection of software and related information, which serves as useful resources for rehabilitation professionals working with disabled persons and elderly. They can use the materials in the Library as reference in the planning of the training and educational programs for their service users. Up till March 2006, 357 pieces of software were collected in the Library. Some of them were designed by our volunteers while others were collected from different sources. As at March 2006, the Library had a total of 136 individual and agency members.

In view of the positive feedback provided by elderly service operators to the ‘Rehabilitation Training Software for the Elderly’ which was published in 2003, a new series of training program namely the Relax Tour (樂悠遊) was designed for the training of eye hand co-ordination of the elderly in 2004. The new program was presented to over 150 elderly workers in a seminar on the ‘Introduction and Application of New Rehabilitation Products’ which was held on 12th July 2004. The participants expressed great interest in the new program and over 130 copies of the software were sold.

With the funding support from the Queen Elizabeth Foundation, three computer programs on work skills training for mentally handicapped persons were designed and fabricated. These programs were used for the training of work skills required for office cleaning, household cleaning and laundry. The programs were presented to rehabilitation professionals in the seminar on the ‘Introduction and Application of New Rehabilitation Products’. Comments from participants were very encouraging and over 500 copies were distributed to rehabilitation professionals and parents of the mentally handicapped. With the availability of these programs, the learning efficiency and effectiveness of the users can be enhanced.

Besides, the fabrication of a new training program on ‘Concept of Sequence’ was in progress. The program consisted of training on the sequence of eating and dressing activities. Through the application of this training program, the understanding of the concept of sequence can be enhanced. The training program will be available by end of 2006.

In collaboration with the Hong Kong Polytechnic University, a research on the ‘Evaluation of the Effectiveness of an Interactive Multimedia Computer-based Training Program in Eye-hand Co-ordination for the Elderly’ was conducted. This research aimed to assess the efficiency and effectiveness of using the program Relax Tour in the training of elderly. The research results reflected that the application of multimedia computer training program could enhance the effectiveness of the eye hand co-ordination training of the elderly. The result of the study was presented in ‘The 7th International Conference of Human Services Information Technology Applications’ which was held in August 2004.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>04-05</u>	<u>05-06</u>
Membership of the Library	128	136
Organize, participate in seminar and demonstration sessions	250	263
Loan and sale of software	4,530	4,550
Disseminate information on hardware and software	758	760

Computer Rehabilitation Resource Station

The 'Interactive Computer Training Net for Mentally Handicapped Persons' (i-net) was launched since 2001. Feedback from users was very encouraging as it became an unique training resource for rehabilitation personnel. Based on this positive result as well as the constructive comments received from users, the idea to develop a more attractive and comprehensive training station to meet the training and learning needs of the mentally handicapped users was developed.

With the funding support from the Hong Kong Jockey Club Charities Trust Community Project Grant, the 'Computer Rehabilitation Resource Station' (C-Rehab) was established and commenced operation in April 2005 to replace the former i-net system. Two additional professional staff including graphic designer and programmer were employed so as to upgrade the design and quality of the training programs and materials.

During the year, the new C-Rehab website was designed which is more innovative and unique with cyber feelings. Forty three new training programs classified under different categories were designed and posted on the new C-Rehab system. The design, colour mix, quality of the drawing were improved so as to increase the attractiveness of the programs. The size of the pointer was enlarged which enables mentally handicapped users with poor hand function to locate the selected programs easily and independently.

Over 170 programs from the previous i-net system were re-classified under the new categorization namely Common Knowledge, Living Skill, Perceptual Training, Cognitive Training, Mathematics and Art & Music Appreciation. Each category was also divided into sub-areas for easy identification. This new classification was more integrated to enable users to search for appropriate training programs easily and conveniently. Besides, eighteen old and outdated training programs were enhanced. The updated aspects included animation, training components, picture quality and sound effects. The enhanced programs had then became more lively, interesting and effective.

In addition, a new column namely, ‘Teaching Material DIY’ was also designed and posted during the reporting period. This column provided tips and step-by-step guidelines for the production of training materials and programs. Users could learn basic drawing skills, animation design, simple action script, sound effect and buttoning effect through the use of Macromedia Flash programs. It enabled users to tailor-made simple and useful training programs.

A comprehensive resource library was set up in our new C-Rehab system. The library consisted of sub-areas on rehabilitation information, rehabilitation training materials, assistive technology, web sites for rehabilitation agencies and articles for sharing. The information was updated on regular basis. These comprehensive resources could save the time and effort of the users in searching for relevant teaching and training materials as well as rehabilitation information. Besides, over 2,000 photos related to the activities of daily living were collected, categorized and put on the net. Rehabilitation workers could select and download appropriate photos for use in their training.

The station was operated on membership basis. There was substantial growth in the membership size upon the full operation of the C-Rehab station in August 2005. The number of members had increased from 283 to 580 by end of March 2006. Amongst them, 177 were agency members while the remaining were individual members. The majority of the agency members were from special schools, day activity centres, hostels cum sheltered workshops and special child care centres while individual members were largely parents of mentally handicapped persons and rehabilitation professionals. The total no. of service users were 15,784 and the accumulated login rate was 41,640 by end of March 2006. The average monthly login rate was 3,470 and 15,784 mentally handicapped persons benefited from this service.

Service evaluation was conducted twice through questionnaires, which were sent to selected members to solicit their comments and feedback concerning the

training programs and materials posted on the station. During the reporting period, 98 completed questionnaires were received and the overall comments were satisfactory. Through the evaluation and sharing sessions, most of the users expressed that the C-Rehab was a comprehensive training net which provided a series of categorized training programs to meet their daily training needs.

New posters and pamphlets were designed and posted to all rehabilitation agencies, special schools, hospitals, special child centers and parents groups. Promotion was also launched through the participation in the 'IT Symposium on Bridging the Digital Divide 2006' which was held at the Hong Kong Central Library on 11th January, 2006. The seminar aimed to encourage the application of IT amongst deprived groups in the society. A booth was set up to demonstrate our C-Rehab service and related computer assisted devices. Over 300 participants joined the symposium and attended our demonstration. Besides, invitation was received from the Hong Kong Commercial Radio II to introduce the project in their program '同途有心人'. These promotional exercises could enable more people to know this service.



■ Our staff was introducing the computer training programs in the C-Rehab Resource Station.

Two training workshops on the 'Production and Application of Multi-media Training Programs' were also organised. Over 70 participants, including occupational therapists, speech therapists, special child care workers, teaching assistants and program workers joined the workshops. The workshops aimed to promote our C-Rehab service as well as to facilitate the rehabilitation workers to tailor-made programs to meet the training needs of their service users. Feedback from the participants was positive and encouraging.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>04-05</u>	<u>05-06</u>
Membership of the Station	260	580
Design and fabricate training programs	8,820	15,784
Demonstration and promotion to potential users	250	370
Provide technical support to users	155	160

Integrated Home Care Service

The service has operated for three years since the re-engineering in 2003. It continues to provide home care service to elderly, disabled persons and families who are incapable of looking after themselves or maintaining the normal functioning of their household. The ultimate goal is to enable them to continue living in the community. The services provided included personal/nursing care, meal delivery, escort, purchase of daily necessities and household cleaning etc..

In addition to the provision of general home help service, the transformed service had to render professional care services to those who were assessed by the Standardized Care Need Assessment Mechanism for Elderly Service to be suffering from moderate to severe level of impairment or disability. The services provided included case management, special care, home safety and rehabilitation services etc.. The service catchment area was also extended to cover the entire Wong tai Sin district. As at March 2006, the total no. of service users served was 94 including 20 frail cases.

All service users were assessed by the social worker. Professional input from nurse and occupational therapist was sought whenever necessary. Based on the assessment results, individual care plan and care tasks were drawn up and appropriate services were rendered. Regular review was conducted to ensure that the services provided could meet their needs. To cater for the needs of frail cases, nursing care and community occupational therapy were rendered. During the past two years, three activity groups were organized to enhance the service users' knowledge on care of the back and knee. From March 2005 till December 2005, free consultation was provided by a Traditional Chinese Medicine Practitioner to our service users. The service was much welcome by the service users.

Besides the provision of regular services, other professional services were also rendered. Nurse volunteers were arranged to provide medical advice to ordinary cases. Physiotherapist volunteers advised service users on pain management and

dietitian provided consultation on healthy diet. Volunteer visits were also organized for service users who were living alone and with little or no social support. The visits aimed to reduce their sense of loneliness and social isolation. To enrich the social life of the service users, social and recreational activities such as outings and birthday parties were held.

In view of the significant role played by carers, carer support activities were organized. These activities aimed to equip carers with the needed skills. Mutual support and sharing amongst participants were also encouraged such that they can continue to assume the carer role.

To cope with the increasing demand for quality services, the skills and knowledge of staff had to be upgraded. Bi-monthly staff development programs and annual staff retreat were organized. Staff were also encouraged to attend related training organized by other agencies.

The Social Welfare Department conducted an audit exercise on the service in September 2005. During the audit, relevant documents were examined, service users, carers and staff were also interviewed. The service was able to satisfy the requirements set by the Department.

To upgrade the service quality, users satisfaction survey was conducted to solicit feedback from service users via telephone interview and internal audit. During the past two years, over 90% of the service users expressed satisfaction on the service quality as well as the skills and attitude of the staff.

Community Occupational Therapy

Maximizing the functional ability of people with disability and elderly such that they can integrate into the community and live independently with improved quality of life are the aims of Community Occupational Therapy Service. The scope of the service included:

- (a) assessment and training of activities of daily living;
- (b) home and work place assessment;
- (c) consultation on home and work place modification;
- (d) recommendation and prescription of assistive devices;
- (e) provision of home oxygen therapy; and
- (f) carer education.

With the growing size of the elderly population in Hong Kong and the implementation of the government policy of Care in the Community, the number of frail elderly living in the community was increasing rapidly. The demand for Community Occupational Therapy had also increased as the service can assist them to maintain and enhance their functions. Through the modification of their living environment, prescription of assistive devices and provision of carer training, the elderly could continue to live their familiar environment safely and independently. During the reporting period, the majority of our service users were elderly, who were mostly referred by Integrated Home Care Teams, District Elderly Community Centres, Neighbourhood Elderly Centres, Family Service Centres and Medical Social Service Units of hospitals. The number of cases handled in 2004-2005 had reached its height, as additional manpower was available with the implementation of Community Partnership Project, which was launched in collaboration with the Hospital Authority. With the expiry of the Project in August 2004, the caseload had resumed to the normal level.

In collaboration with two public hospitals, community oxygen therapy service was rendered to discharged patients who were mostly frail elderly suffering from pulmonary illnesses. This service aimed to provide continuous treatment and care to them so as to improve and monitor their compliance to oxygen therapy with the ultimate goal of enabling them to live independently and safely in the community.

With the growing popularity in the utilization of electric wheelchair especially amongst elderly, the demand for expertise advice and consultation on the selection of a suitable electric wheelchair that matched the physical ability and living environment of the users had increased. In the past two years, over 15 assessment and prescription of electric wheelchair were rendered. In addition, training courses on driving skills for electric wheelchair were also provided to new users so as to ensure that they could use the device properly and safely.



- The frail elderly suffering from pulmonary illness was receiving the home oxygen therapy.

Feedback and comments from service users was essential to the further improvement of the service. Users' satisfaction survey was conducted to solicit comments service users. To evaluate the effectiveness of the service, some outcome measure indicators were incorporated into the users' satisfaction survey. During the past year, 85% of the service users agreed that there was improvement in the performance of their activities of daily living through the modification of environment and/or prescription of assistive devices. The physical function of 83% of the service users was enhanced through the execution of prescribed home exercise. 85% of the service users agreed that the service could enable them to continue living in the community. Over 87% of the service users agreed that the service could enhance their self confidence and life satisfaction. The caring skills of 88% of the carers had improved through the training provided to them. Over 95% of the service users were satisfied with the recommendations made by the occupational therapist. These survey results could facilitate improvement of the service and provide guidelines for the future service development.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>04-05</u>	<u>05-06</u>
Provide assessment and training on activities of daily living	270	205
Recommend and provide appropriate assistive devices	110	215
Recommend home and/or work environment modification	60	208
Provide oxygen therapy	220	165
Render training to caregivers	123	145

Care for the Elderly Living Alone

With the rapid growth in the elderly population in Hong Kong as well as the Government policy of 'Care in the Community', there is increasing concern over the health and home safety of those elderly who are living alone. To address this issue, the Care for the Elderly Living Alone Service is launched.

The service aims to provide social and psychological support for those living alone elderly as well as those receiving little support from their family. Through regular visits, volunteers could provide emotional and psychological support to the elderly so as to reduce their sense of loneliness and widen their social network. Given the growing suicidal rate amongst elderly, this service can provide the very needed support and concern for those who are socially and emotionally deprived. Besides, volunteers also attended to the elders' health conditions and home safety. Referrals to our nurse volunteers were made to provide medical consultation and advice on medication whenever necessary. Through this service, early detection of any health and home safety problems can be made and appropriate treatment can be rendered accordingly.

During these two years, 70 volunteers were recruited to visit 72 elderly who were referred by the Wong Tai Sin Integrated Home Care Team of our Association and Hong Kong Christian Service Sham Shui Po Integrated Home Care Service. The elderly referred were largely physically weak, home bounded and with little social support. Volunteers were required to visit and contact the elderly regularly. Actually, some volunteers still continued to pay visits to the elders even after the completion of the service. Advice and support were provided to them to enable them to render service to the frail elders.

To prepare the volunteers for service, a series of training on common geriatric illnesses, communication skills with the elderly and community resources for

elderly were organised for them. Regular meetings were held so as to provide opportunities for the volunteers to share the difficulties encountered during service. During the evaluation and sharing meeting, over 90% of the volunteers expressed that the visit could enhance their understanding towards the needs and daily living of the frail elderly as well as to enhance their communication skills with the frail elderly. 85% of the elders being visited expressed that the volunteer visit could reduce their loneliness and alienation and enable them to have better understanding of the community.

During these two years, our nurse volunteers visited 116 elderly referred by our Wong Tai Sin Home Care Teams. Through these visits, medical consultation, advice on medication, personal hygiene, geriatric illnesses and balanced diet were rendered to them so as to enable them to lead an independent and healthy life in the community.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>04-05</u>	<u>05-06</u>
Home visit paid	152	155
Medical check up provided	57	60
Training provided for volunteers	68	40
Sharing sessions organized for volunteers	52	54
Provide support and guidance to volunteers	36	40
No. of referrals made to appropriate agencies	12	13

Integrated Vocational Rehabilitation Service Centre

The Endeavor, which is the first sheltered workshop operated by the Association had been in operation for more than four years. In pursuit of the mission to provide vocational rehabilitation services to disabled persons, the workshop continued to provide a simulated work environment for our disabled service users. With the view to render comprehensive and quality vocational rehabilitation services to disabled persons, the workshop was transformed into an Integrated Vocational Rehabilitation Service Centre (IVRSC) since April 2004. Despite the change in the mode of operation, the ultimate goal of the Centre in enabling disabled persons to proceed to supported or open employment still remains unchanged.

After the service re-engineering, the Centre will have to serve an average of no less than 180 service users per month. As at March 2006, 186 service users were admitted. The Centre is managed by a team of professional staff including manager, assistant manager, marketing officer, social worker, assistant placement officers as well as other operational staff.

To keep in pace with the rapid changes of the local economic environment, the Centre adopts a service and commercially oriented mode of operation with active collaboration with the commercial sector. The existing production line, covered both in-house and outreaching work, included the provision of services such as laundry, banner production, household cleaning, logistics, in-house packaging, courier service and outreaching packaging service. During 2004-2005, the total income of the Centre was \$1,670,000 while in 2005-2006, the total income had increased by 5.6% which amounted to \$1,764,000.

To enhance the competitiveness of the Centre, efforts were put on developing business in service industry. Starting from October 2004, an outreach team was established. The Centre had liaised with several logistic companies and service users were sent to these companies to work on the job orders. As the Centre planned to set up logistic business, the experience gained could help to lay a solid foundation for future development.

The Centre were also operated in line with the open market so as to help service users to get familiarize with commercial practice. Service users were encouraged to attend evening and week end shift and to work over time whenever needs arose. In 2004-2005 and 2005-2006, the net training allowance granted to service users was \$1,024,000 and \$1,050,000 (excluding incentive payment) respectively. On top of the daily incentive payment and monthly allowances, year end bonus was also granted to service users with outstanding performance as a token of encouragement.

During the reporting period, the Centre had organised various training programs for service users which included social skills training, job skills training, occupational safety and sex education. In collaboration with the Vocational Training Council, training courses on cleaning skills and retailing were organised. Over 20 service users attended these courses. In addition, social and recreational activities were also held to enrich their social life.

To upgrade the skills and knowledge of the staff, regular staff training was organised. In house training which included the design of training plan, handling of crisis, customer service and the concept of logistics were held. Staff was also encouraged to attend relevant training organised by other agencies. Staff retreat was also organised for team building and to enhance the team spirit.



■ Recreational activities were held to enrich the service users' social life.

Supported Employment Service

The operation of Supported Employment Service was first started in March 1995. It is a form of employment for disabled persons, which allows them to work in an integrated and open setting with the provision of ongoing support. The service is subvented by the Social Welfare Department. It aims to provide pre-job assessment, skills training, job counselling, on-the-job support and follow up services for disabled persons. Individual job placement model was adopted. During the first year of its operation in 1995, the service capacity was only 10 and the capacity was expanded to 90 as from March 2004. From April 2004 onwards, 40 places were pooled and integrated with the The Endeavor to form an Integrated Vocational Rehabilitation Service Centre.

During the past two years, job placement was successfully arranged for 352 disabled persons and 77 of them were able to retain their jobs for 6 months or more. The jobs secured included pamphlet distribution, telemarketing, cleansing, clerical work, retailing and property management, etc.. Their average monthly salary was around \$3,200. The major clientele served are the ex-mentally ill and physically handicapped persons.

Under the coordination of the Marketing Consultancy Office (Rehabilitation) of the Social Welfare Department, the service started the provision of car beauty service in Tuen Mun Hospital and Tuen Mun Civil Servants Quarter since March 2002, which provides training and work opportunities for disabled persons. During the reporting period, training on car wash was provided to 10 service users. Up till March 2006, 6 service users were providing car beauty service and their monthly training allowance ranged from \$1,250 to \$4,260.

To equip the service users with skills that could enhance their competitiveness in the job market, funding support from the Employees Retraining Board was applied to organize Pre-job Vocational Training Courses. A total of four training courses were organized in the past two years.



■ Pre-job vocational training courses were organized to the service users.

Regular promotional exercises were launched through sending and faxing the service pamphlets and promotional materials. A new pamphlet was produced in June 2004. As a result of the promotion, contact was established with some new referring sources. Besides, a bulletin, which aims to facilitate the service users, referring workers and other interested parties to have more understanding of the service was published twice a year.

Throughout the past two years, close liaison was established with some new employers who were largely identified through newspapers, Internet or walk-in interviews. They had developed confidence in the employment of disabled persons and usually, they gave our service users priority for job interview whenever they have vacancies. In addition, job attachment and training opportunities for service users were explored and networks were established with NGOs and commercial firms. The arrangement of job attachment for service users could enable them to undergo training in a real work environment. Through this practice the skills and confidence of the service users were enhanced before they entered the competitive open market. In view of the effectiveness of this arrangement, effort would be put to obtain more job attachment opportunities for our service users in the coming future.

Jockey Club Desktop Publishing Centre

The Centre aims to provide training and work opportunities for disabled persons. The core business included the provision of word processing, data input, desktop publishing, design, binding, printing, mailing and web page updating/design services for both private and public sector of the community. The Centre provided a simulated work environment for disabled persons so as to prepare them for open employment.

Operated in a commercial mode, the Centre had to compete with other counterparts in the market for business. The business volume of the Centre in 2004-2005 and 2005-2006 was \$926,000 and \$878,000 respectively. There was a slight drop in business volume. The declining printing business orders from other NGOs accounted for this drop. Hence, there was the need to explore new job types. Since there is increasing market demand for printing of four-color materials in small quantities, the Centre had to develop new business area in digital printing. Funding was granted by the Board of Management of the Chinese Permanent Cemeteries for the purchase of a digital printing machine. With the availability of digital printing, the Centre's competitiveness amongst our counterparts could be enhanced and more work and training opportunities for the disabled persons could also be created.

During the reporting period, the scope of business was extended to web page design and regular update web information of a NGO. With the accumulation of this new experience, the Centre became more confident to look for more work and training opportunities for the trainees through designing website for customers. At the same time, the Centre still paid effort to obtain data input jobs, which were large scale and could be taken up by the majority of the trainees. In this period, regular data input orders were received. These regular orders could provide stable income for some trainees.

To promote and market business of the Centre, regular promotion was launched. New service pamphlets were sent to potential customers, which were

then followed up via telephone contact. The Centre also collaborated with The Endeavor, the Integrated Vocational Rehabilitation Service Centre operated by the Association, in the promotion of their services, which was more cost effective. Moreover, new customers were recruited via the Marketing Consultancy Office (Rehabilitation) of the Social Welfare Department. In order to express our gratitude to customers who had provided training and work opportunities to our trainees throughout a long period of time, CMP Asia Limited were again being nominated as Caring Company in the award organised by the Hong Kong Council of Social Service.

In the past year, work opportunities were provided for 74 disabled persons who were either physically handicapped, ex-mentally ill or chronically ill. They received allowance, which was calculated on piece rate basis. During this period, their average daily allowance was around \$130 with the highest of over \$205. Over 70% of the trainees agreed that the allowance could increase their income



■ The trainees were attending the graphic design training course.

and 80% of them had regained self worth and dignity through working in the Centre. During the reporting period, fourteen new trainees were admitted and thirteen trainees left the Centre for open employment, medical treatment or to receive other vocational training.

Regular training was organised to upgrade and update the skills of the trainees. During the past years, a total of 6 training courses were organized. Course on Dreamweaver, Elementary CorelDraw, Advanced Course on Flash and Advanced Course on Photoshop were organised in collaboration with the Vocational Training Council. Besides, in house training on the application of Microsoft Word & Excel and Application of Internet Explorer & E-mail were organised. Over 45 trainees attended these training courses. With the availability of these training, the Centre can keep in pace with the market demand and can continue to survive and prosper in the coming time.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>04-05</u>	<u>05-06</u>
Provide work opportunities for disabled persons in data input, desktop publishing, graphic design, web page design, printing and mailing	37	37
Provided training opportunities for disabled persons	33	37

Independent Living Fund

The Fund aims to provide financial support to disabled persons in the form of interest free loan for the purchase of rehabilitation aids, which can enhance their independence as well as their quality of life.

At present, the upper limit of the loan is HK\$50,000.00 and the maximum repayment period is 48 months. The loan is to be repaid by monthly installment. A guarantor is required for each application so as to ensure that the loan can be repaid as scheduled. Each application has to be examined by the Management Committee of the Fund and subsequently to be endorsed by the Executive Committee of the Association before the loan is granted.

During the past two years, there were totally 67 applications. Most of the applicants were physically handicapped and visually impaired persons. The most popular equipment applied to purchase were motor car and electric wheelchair. The majority of the loan amount ranged below HK\$10,000.00 and between HK\$40,000.00 to HK\$50,000.00. Up till 31st March 2006, there were 44 outstanding borrowers. Advice and support were provided to them whenever needs arose.

Due to the economic downturn, the number of applications in 05-06 was a bit lower than 04-05. Some outstanding borrowers also expressed difficulties to repay the loan as scheduled. Arrangements were made to extend their repayment period. Close contact was made with these borrowers such that the initial repayment schedule was resumed once their financial situation had improved. On the whole, the operation of the Fund was smooth and no bad debts had incurred so far.

Promotion was made through press release and promotional pamphlets were sent to rehabilitation agencies, special schools, hospitals, disabled self-help groups and family service centres. Promotion was also made through our web site. During this period, most of applicants came to know the Fund through words of mouth.

Evaluation was conducted through questionnaire which were sent to all successful applicants. Feedback on the application procedures and the usefulness of the equipment in relation to their independent living was solicited. The overall comments were satisfactory and most of them found the equipment very useful in enhancing their independence as well as their quality of life.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>04-05</u>	<u>05-06</u>
Inquiries	85	87
No. of applications handled	37	30
Provision of interest free loan	31	25
Provision of advice on the selection of appropriate devices	31	25
Assessment of the social and financial condition of the applicant	31	25
Provision of advice and support to outstanding borrowers	68	44

Occupational Therapy/Physiotherapy Services

The service aims to equip elderly, care givers and volunteers with knowledge and skills to enhance their functioning and/or their caring skills through the organization of educational talks, workshops and training.

During the reporting period, transfer techniques and common exercises for elderly continued to be the most popular topics. The users' feedback showed that the knowledge and caring skills of 80% of the service users and/or carers were enhanced through participating in these training. In addition, two new topics related to the check up and maintenance of wheelchairs and rehabilitation aids were developed. These training were delivered to caregivers and volunteers. With the availability of these knowledge and skills, the safety of the users of these devices can be ensured. Moreover, the life span of these devices can also be prolonged with regular maintenance. These topics were much welcome by elderly service centres as the caregivers and volunteers could provide basic aids check up and simple repair service for the elderly after attending these training.



- Our occupational therapist was conducting a talk on home safety.

During this period, three activity groups were developed and conducted. One activity group on training for elderly suffering from knee arthritis was organized for service users of the Wong Tai Sin Integrated Home Care Service Team. Two training on care of the back were organized for service users of a neighbourhood elderly centre. In these sessions, related exercises were introduced to the participants and they were encouraged to practise these exercises at home. Feedback from the participants was encouraging as improvement in their conditions was reported. In view of the effectiveness of the activity group, it is planned to further promote this service to elderly service agencies in the coming year. Being a new service, evaluation on the effectiveness of the service will be conducted.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>04-05</u>	<u>05-06</u>
Organization of talks, workshops and training for elderly, caregivers and elderly	252	269
Organization of activity group	12	20

NEW PROJECT

"Enhancing Employment of People with Disabilities Through Small Enterprise Project" - THE CLEAN LAUNDRY

In response to the Government policy to promote and enhance employment opportunities for people with disabilities, a laundry workshop - The Clean Laundry was established in December 2004 with the funding support from the Enhancing Employment of People with Disabilities Through Small Enterprise Project launched by the Social Welfare Department. The project was operated in a commercial mode and is expected to be self sustainable after expiry of the funding support. Moreover, the venture had to provide employment opportunities for disabled persons which constitutes a minimum of 60% of the total staff force.

Through the operation of laundry service by The Endeavor, invaluable experience was gained which paved the way for the start up of a profitable laundry business. The Clean Laundry concentrates on the provision of laundry and dry cleaning services to residents of private housing estates through the setting up of



- The Clean Laundry was established in December 2004 with the funding support from the Enhancing Employment of People with Disabilities Through Small Enterprise Project.

collection counters in these estates. Our target customers were small families and young couples residing in private housing estates. Property management companies were also our potential customers as they might contract out the cleaning of staff uniforms. As laundry business is very competitive, value added services have to be provided so as to attract customers.

During the initial stage, effort was put on the identification of suitable venue for operation of the business, purchase of equipment and planning of marketing strategies. The experience gained from The Endeavor had greatly facilitated the smooth set up of the new business. In order to obtain sufficient business orders, intensive marketing and promotion was launched. Assistance was also sought from the Marketing Consultancy Office of the Social Welfare Department. Several renowned property management companies were contacted to explore the feasibility of setting up collection counters in residential estates under their management.

During the reporting period, collection counters were set up in the clubhouse of Summit Terrace and Seacrest Villa. Moreover, regular laundry contracts from the Quality Health Care Services and a private elderly home were obtained. As at March 2006, three disabled persons who had completed laundry training in The Endeavor were employed by the business. They were responsible for counter service, delivery service and laundry service.

The business had already operated for more than one year and had not yet achieved a break even. Some time will be needed to build up a concrete customer base before the business can become self sufficient. However, the ultimate goal of the business is to provide employment opportunities for disabled persons such that they can integrate into the society. Regarding this mission, The Clean Laundry has already achieved its goal. In the coming future, continuous effort will be put on expanding the customer base and hence the business can support the employment of more disabled persons.

M

EMBERS AND VOLUNTEERS

The implementation of our services was largely affected by the involvement and participation of our volunteers. In order to maintain smooth operation of our services, effort has to be put on the recruitment, training, motivating and retention of volunteers. During the reporting period, volunteer recruitment exercises were launched in conjunction with the development of our services so that the volunteers recruited could make use of their professional expertise and join our services readily. Besides, we also provide professional volunteers such as dietician, nurse and physiotherapist on requests of other social service agencies to conduct talks, medical check up and to render professional consultation to those in need.

During the reporting period, 78 new volunteers joined our volunteer group. As at 31st March 2006, the Association had a total number of 370 members and volunteers. Orientation was organised for new comers so that they could have a thorough understanding of the services operated by our Association. Relevant training programs were also organised to equip them with the essential skills to



- Our Vice Chairman, Mr Simon Chan presented the volunteer award to the nurse volunteer, who got the Long Service Volunteer Award.

carry out the tasks. Social activities were also held which provided an opportunity for them to get acquainted with each other.

As a token of appreciation and recognition for their devotion and enthusiasm, 32 volunteers were nominated for Volunteer Award and 8 senior members were nominated for the five to twenty years' Long Service Volunteer Award of The Volunteer Movement organised by the Social Welfare Department. Besides, 6 volunteers received the Outstanding Volunteer Award and 6 volunteers received the Long Service Volunteer Award presented by our Association. Specially designed coaster and phone ribbon were distributed to members and volunteers as a token of appreciation for their continuous support to our Association.

In addition, quarterly news bulletin was issued. The bulletin aims to keep members and volunteers informed of the progress and development of the Association. Volunteer information was also updated through the bulletin. It enabled us to maintain an updated professional volunteer list which could facilitate smooth operation of the services.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>04-05</u>	<u>05-06</u>
Visits and activities organized	32	34
Recruitment of volunteers	36	42
Orientation organized for new volunteers	36	41
Organized Outstanding Volunteer Award	22	33

工程及醫療義務工作協會



專業技能 服務人群

目 錄

主席報告	48
贊助人及名譽顧問	50
名譽核數師及財務顧問	51
執行委員會(二零零四至二零零六年度)	51
職員名單(二零零四至二零零六年度)	52
服務報告	
弱能人士輔助儀器/電腦輔助儀器製作服務	56
電動輪椅一站通	59
復康軟件圖書館	61
電腦復康訓練資源站	63
綜合家居照顧服務	66
社康職業治療	68
關懷獨居老人計劃	70
綜合職業復康服務中心	72
輔助就業服務	74
賽馬會桌面排版中心	76
展能基金	78
職業治療/物理治療服務	80
新計劃	
宏遠洗衣服務公司	81
會員及義工	83
財 政	
核數師報告	85

主席報告

隨著社會的轉變，只有那些對社區有價值的服務，方能經得起時間的考驗而繼續存在。協會雖然以作為香港復康工程服務的先導者為傲，但仍時刻警惕自己不能因而自滿。有別與商業世界，創意在福利界並非商業秘密，協會有經常舉辦簡介及分享，藉此增強外界對服務的認識及令有需要的人士更容易使用這些服務。協會亦會持續改進及重新定位，以配合社會不斷的轉變。

近年，發展社會企業已成為一個大趨勢，協會得到社會福利署的資助，在二零零五年成立了首個社會企業－宏遠洗衣服務公司，為殘疾人士提供就業機會。宏遠在私人屋苑設立洗衣服務櫃台，並提供其他增值服務，例如到戶收送等，以便能吸納更多客戶。宏遠主要由殘疾人士負責日常運作，並以商業模式經營，現時運作良好，期望能達致收支平衡。

在社會企業仍未在香港普及前，協會所提供的電動輪椅一站通服務已採用相同的理念去運作。經過初期的艱苦經營，服務終於在二零零五至二零零六年度達致收支平衡。服務的會員人數及服務需求有顯著的增長，除了輪椅的維修、保養及租借外，更有提供安裝輔件，例如倒後鏡、燈等，以增強輪椅的功能，切合個別使用者的需要。

資訊科技已滲透入我們的日常生活中，而在社會服務界亦沒有例外。除了復康軟件圖書館仍繼續為殘疾人士製作訓練軟件外，協會更於二零零五年在香港賽馬會慈善信託基金的資助下設立了電腦復康訓練資源站，在互聯網上提供專為訓練智障及自閉症人士的電腦訓練教材，復康工作人員及家長可免費使用這些復康軟件，為殘疾人士提供認知、活動、生活技能及職業復康的訓練。使用者對該服務的反應非常正面，他們均認為訓練教材很具互動性及有效。截至目前，資源站的登入人次及會員人數均遠超原先的估計。

展毅中心已由一所庇護工場轉型為綜合職業復康中心，為殘疾人士提供一站式的職業復康服務，包括戶外及戶內的技能訓練、輔助就業及公開就業服務。中心自二零零二年開始投入服務，一直運作良好。

在過去兩年，協會的其他服務均能在才現有的資源下達到各自的表現指標，這些成果均有賴服務使用者、會員及義工的支持及認同。協會特別要感謝社會福利署、香港賽馬會慈善信託基金、香港公益金及各捐助人士多年來對本會不懈的支持。

展望將來，協會將會緊隨社會環境的轉變，持續改進及重新定位，透過機構管治，協會有決心能夠最有效去運用現有的資源，同時透過高質素的管理，提高服務使用者對服務的滿意程度。

贊助人

蔣震博士

名譽顧問

周永新教授

周一嶽醫生

方心讓爵士

馮戡雲教授

金新宇教授

李文彬太平紳士

梁秉中教授

譚惠珠女士

名譽核數師及財務顧問

陳錫義先生

陳錫義、文國樑會計師行

執行委員會（二零零四年至二零零六年）

主 席 陳 帆先生

副主席 陳玉強先生

司 庫 羅哲偉先生

委 員 陳福強先生

陳學深醫生

陳錦華先生

鄭淑娟博士

張健民先生

職員名單（二零零四年至二零零六年）

總幹事
執行幹事
職業治療師

陸艷玲小姐
區美智小姐
鄭祖榮先生
周嘉敏小姐
李偉瑜小姐（至31.3.2006）
馬卓嫻小姐（由20.3.2006）
馬麗歡小姐
蘇沁潔小姐（至30.6.2004）

行政助理
軟件工程師
網頁設計師
程式設計員
工場監督
工程師

曾紫鸞小姐
黃德成先生
張慧敏小姐（由12.5.2005）
楊灝翔先生（由23.5.2005）
龔國森先生
梁志遠先生（至31.7.2005）
關偉麟先生（由22.8.2005）

電子技術員
木工
工友

曾鐵雄先生
崔練標先生
顏燕彩小姐

輔助就業服務
輔助就業主任
助理輔助就業主任

林雪芬小姐
歐陽漢雯小姐（至25.8.2004）

活動助理

陳俊熙先生（至 30.11.2005）
鄭俊雄先生（由 14.6.2004）
翟雙玲小姐（由 5.12.2005）
何凱怡小姐
關紹君先生（由 23.8.2004）
吳惠芝小姐（由 14.6.2004）
冼嘉儀小姐（由 23.8.2004）
楊慧姮小姐（由 1.6.2004）
李志強先生（至 31.3.2006）
史倩婷小姐
黃永華先生
胡玉英小姐（由 28.11.2005）

賽馬會電腦排版中心

經 理

製作主任

文 員

行政助理

辦公室助理

張麗英小姐
吳雄雄先生（至 30.10.2004）
李敬文先生（由 9.5.2005）
陳穎妍小姐（至 31.3.2005）
鄒碧英小姐（至 15.1.2006）
樊彩霞小姐（由 18.1.2006）
樊彩霞小姐（至 17.1.2006）
王文婉小姐（由 18.1.2006）

綜合職業復康服務中心

經 理

盧翠芳小姐（至3.10.2004）

王雅慧小姐（由27.9.2004）

助理經理

盧佩儀小姐（至15.1.2005）

梁建業先生（由6.4.2005）

社 工

李綺惠小姐（至23.10.2005）

林旭傑先生（由23.1.2006）

營運主任

張嘉琳小姐（由1.11.2005）

黎慕琴小姐（至31.10.2005）

蕭愛梅小姐

黃偉雄先生（至31.8.2005）

市場主任

黃偉漢先生（由1.12.2005）

訓練助理

陳美燕小姐（至22.4.2005）

陳有成先生

簡森遜先生

郭亞珍小姐（由1.10.2005）

郭珮雯小姐

梁美好小姐（由1.4.2005）

譚美思小姐（由21.9.2005）

黃敏玲小姐

活動助理

岑家起先生（由1.1.2005）

譚淑賢小姐（由1.9.2005）

行政助理

梁祖兒小姐

文 員

楊敏儀小姐

司 機

張中奇先生

宏遠洗衣服務公司

洗衣助理

陳可肖小姐

伍志芬小姐

綜合家居照顧服務

隊長

吳秀珍小姐

活動助理

高鳳瓊小姐

文員

劉桂芳小姐

護士

李玉玲小姐

譚卓慧小姐

黃洪基先生（由 5.9.2005）

健康助理員

曹燕芳小姐（由 1.2.2006）

范秀蓮小姐（由 5.12.2005）

何海妮小姐（由 10.12.2005）

關淑仙小姐（由 20.11.2005）

連惠珍小姐（由 13.9.2005）

曾強先生（由 24.5.2004）

阮笑瓊小姐（由 7.11.2005）

家務助理員

李艷顏小姐（由 1.4.2005）

梁如暉小姐

麥燕華小姐（由 20.9.2005）

洗瑞英小姐

郁維小姐（至 25.10.2005）

服務報告

弱能人士輔助儀器 / 電腦輔助儀器製作服務

是項服務透過為殘疾人士設計、製造、改裝、安裝及維修輔助儀器及電腦輔助儀器，以增強他們的獨立生活能力。服務範圍包括製作日常生活輔助儀器、特別椅、復康及訓練器材及電腦輔助儀器等；維修輔助儀器例如電子語言輔助器、手動及電動輪椅等；及為殘疾人士就有關儀器的設計及合用性等方面提供專業意見。由於近年所生產的儀器大部份需要結合電腦及機械技術去製作，因此本會遂於二零零四至二零零五年度起將弱能人士輔助儀器製作服務及弱能人士電腦輔助儀器製作服務合併，而兩個服務本身的義工小組亦同時結合為一，並繼續為服務提供專業意見及支援。

在過去兩年，本服務共製作了二十五件新的器材，其中包括日常生活輔助儀器，如改裝指甲鉗、開瓶器、打孔輔助器、較剪訓練器及改良掛衣系統等。在家居安全儀器方面，有為協助照顧者看顧有遊走問題或跌倒危機的長者所設計的個人警報器；新產品亦包括為改善殘疾人士坐姿及防止他們跌倒而設計的附加圓柱坐墊、為有坐姿問題的使用者而設計有傾前功能的浴椅、伸縮式梯級、具聲音回饋的感知及溝通訓練箱等；這些儀器主要是用於訓練殘疾人士及長者的體能及感知功能。至於電腦輔助儀器方面，在過去兩年共設計了兩個新的開關掣，同時亦為輪椅使用者設計了一個手提式的電源器，讓他們在使用手提電腦時能有較長時間的供電。另外，在這段期間，服務總共設計及收集了八十三個復康軟件，亦改良了一些現有的產品，例如減少放大鍵盤的體積及重量、以微動開關替代用於滑動制式開關掣的金屬片、以亞加力膠片取代用於各類開關掣的木料或鋁片，改善了產品的外觀及耐用性。

如過往一樣，產品發展小組繼續定期舉行會議，研發了新的產品，包括筷子開關掣、扣鈕開關掣及拉鍊開關掣等，這些產品的設計及製作現正進行，可望於來年完成及投入生產。爲了收集更多新產品的意念，本會於二零零四至二零零五年度舉辦了復康儀器設計比賽，其中不少參加者提交了很多新的產品意念，可供本會作發展新產品之用。

有關新及改良產品的資料會透過本會的網頁、會訊及產品目錄發放予服務使用者。在過去兩年，共舉辦了三十五次產品示範，亦曾在不同的研討會中作產品示範，包括「復康科技新產品介紹及應用研討會」、「第十一屆國際義肢矯型協會－創2004展覽會」、「網頁設計無障礙、成功關鍵之所在研討會」及「2006 數碼鴻溝研討會」。透過參與這些研討會及展覽，可令殘疾人士及公眾對本會的產品及服務有更多的認識。



■ 出席「2006 數碼鴻溝研討會」的市民正嘗試操作由本會生產的各類電腦輔助儀器。

爲了提供良好的售後服務，本會會隨產品附送使用手冊予使用者，手冊內容包括產品規格、安置與使用指南及安全守則，協助使用者掌握產品的使用方法，以達至最佳效果。

本服務一向透過發出「服務使用者意見調查」及電話調查去收集使用者對產品及服務的意見，以改善服務質素。在過去兩年，有超過百分之八十五的使用者認同使用復康儀器能提升他們的獨立生活能力及生活質素，亦有超過百分之八十五的使用者認同使用復康儀器能提升訓練的有效性。另外透過與服務使用者的個別接觸，亦能爲服務及產品的改善提供建議。

統計數字

所提供服務	接受服務人數	
	<u>04-05</u>	<u>05-06</u>
設計及製造輔助儀器	19,475	20,505
維修輔助儀器	6,935	7,340
改良及評估現有的輔助儀器	428	455
爲傷殘人士及長者提供臨床評估	22,800	24,020
爲傷殘人士及長者提供使用儀器的跟進及諮詢服務	18,715	19,720
向復康及安老服務工作者提供輔助儀器的資料	1,330	1,410
安排示範及展覽	456	491

電動輪椅一站通

電動輪椅對一些肢體傷殘人士而言是不可缺少的用具。它能擴闊肢體傷殘人士的活動範圍及提高他們的獨立生活能力，有助他們融入社會。隨著電動輪椅的使用越趨普及，由此亦衍生了維修及保養的問題。爲了滿足有關需要，本會遂於二零零二年在余兆麒醫療基金的贊助下，開展「電動輪椅一站通」的服務，爲電動輪椅使用者提供一個全面的一站式服務。

「電動輪椅一站通」的服務範圍包括電動輪椅到戶保養服務、定期檢查維修及租借服務，其中租借服務讓使用者在輪椅維修期間，仍能有輪椅使用，使他們能繼續其日常生活。本會的職業治療師可爲使用者提供專業意見及諮詢，協助他們選擇合適的電動輪椅及配件，並提供適當使用輪椅的訓練，令使用者能掌握適當的使用知識及技巧，從而提高輪椅的耐用性及確保使用者的安全。

在服務宣傳方面，過去兩年，本會除了寄發宣傳單張到復康機構、特殊學校、殘疾人士自助組織、醫院、家庭服務中心及社會保障部外，更有爲使用者舉辦適當使用輪椅講座及教授簡單的輪椅保養技巧。



■ 本會職員正進行電動輪椅的檢查及維修工作。

另外，服務推行會員制，在過去兩年，會員人數有顯著的增長，截至二零零六年三月，共有二百五十三名會員，會員在使用檢查、維修、保養及租借服務時可享有折扣優惠，透過這些服務，電動輪椅使用者便能將他們的輪椅保持在最佳狀態。在過去兩年，服務共為會員提供了一百七十八次到戶保養及檢查、二百六十四次維修。為了提高服務質素，服務會向本會義工及職業訓練局塑膠與模具科技發展中心尋求專業意見。

服務會透過問卷調查收集使用者的意見，在過去兩年，共收回六十六張問卷，使用者對服務大致都表示滿意。服務會繼續發掘使用者的需要，以便能為他們供更全面的服務。

統計數字

所提供服務	接受服務人數	
	04-05	05-06
會員人數	176	253
為會員提供到戶檢查及保養服務	72	106
為會員提供維修服務	41	56
為傷殘人士提供在選擇電動輪椅方面的 評估及諮詢服務	6	11
提供電動輪椅使用的訓練	2	3
處理電話查詢	50	55

復康軟件圖書館

「復康軟件圖書館」為從事復康工作的專業人士提供資源，圖書館收集了一系列有關復康的軟件及相關資料，協助有關人士為服務使用者設計訓練及教育課程。截至二零零六年三月，圖書館共收集了三百五十七個軟件，當中包括由本會義工設計及由不同渠道收集的軟件。目前，圖書館共有一百三十六位個人及機構會員。

由於本會於二零零三年首度製作之長者復康軟件，廣受業界歡迎，在需求殷切下，本會再接再勵，製作了一套名為「樂悠遊」的電腦訓練軟件，主要用作訓練長者的手眼協調能力，並在「復康科技新產品介紹及應用」研討會中，推介予超過一百五十位從事安老服務的同工，「樂悠遊」共售出一百四十套，成績令人滿意。

在伊利沙伯女皇弱智人士基金的贊助下，本會製作了一套「弱智人士工作技巧訓練錦囊」的視像光碟，用以訓練弱智人士家居清潔、社區清潔及洗衣的工作技巧，並免費派發了超過五百套光碟予各復康機構及弱智人士家長。透過應用這套光碟，便能提升弱智人士的學習效率及有效性。



■ 「弱智人士工作技巧訓練錦囊」及「樂悠遊」電腦訓練軟件深受同業歡迎。

此外，本會現正製作一套名為「排列次序訓練」的軟件，訓練弱智人士在飲食及穿衣活動方面的先後次序的概念，透過應用這套軟件，便可訓練弱智人士認識先後次序的概念，此軟件預計可於二零零六年底完成，並供各復康機構使用。

另外，協會亦與香港理工大學合作，進行一項評估本地長者應用「手眼協調能力」多媒體電腦軟件成效的研究，主要是評估長者使用本會「樂悠遊」電腦訓練軟件作訓練手眼協調能力的成效。研究結果顯示電腦訓練軟件能提升長者的手眼協調，有關研究結果並於二零零四年八月在第七屆人文服務的資訊科技應用國際會議中發表。

統計數字

所提供服務

接受服務人數

	<u>04-05</u>	<u>05-06</u>
會員人數	128	136
舉辦示範、訓練課程及參與研討會	250	263
軟件外借及出售	4,530	4,550
分發有關軟件及硬件資料	758	760

電腦復康訓練資源網站

復康訓練互動網站自二零零一年開展後，使用者的反應非常熱烈，網站亦成為復康工作者一個獨特的訓練資源。基於使用者正面的評價及他們具建設性的意見，本會遂產生了發展一個更全面性及更吸引的訓練網站的意念，以切合智障人士的訓練及學習需要。

承蒙 香港賽馬會慈善信託基金的資助，「電腦復康訓練資源站」終於在二零零五年四月正式成立，取代復康訓練互動網站。新服務增聘了兩位專業同工—平面設計師及電腦程式員，透過他們的專業技能，提升訓練教材的質素及設計。

「電腦復康訓練資源站」以獨特的科幻設計，製作了四十三個訓練教材，並分門別類放置於網上，這些訓練教材無論在設計、色彩及圖畫的質素方面都有所改進，令教材更加吸引，同時指標亦加大，方便手部功能較差的智障人士也能獨立地找到所需的教材。



■ 「電腦復康訓練資源站」新設計的版面。

爲了善用資源，有超過一百七十個原置於復康訓練互動網站的訓練教材，經分類後存放在六個範疇內，包括日常知識、生活技能、感知訓練、認知訓練、數學運算及文化藝術。每個範疇細分爲不同組別，方便使用者尋找所需的資料。此外，亦更新了十八個訓練教材，改善了這些教材的動畫、訓練內容及音響效果，令教材更生動、有趣及有效。

資源站新增一個名爲「教材DIY」的項目，提供製作訓練教材的竅門及指引，使用者可透過指引學習基本繪圖技巧、動畫設計、音響效果及按鈕設計，製作簡單的訓練教材。此外，更增添了一個資料圖書館，收集有關復康服務、服康訓練、輔助器材、復康機構網站等資料及分享文章，這些資料會定期更新，方便使用者尋找。圖書館亦收集了超過二千幅與日常生活有關的相片，使用者可選擇及下載適合的相片作訓練之用。

「電腦復康訓練資源站」以會員制的形式推行，會員的數目由二零零五年八月的二百八十三大幅增加至二零零六年三月的五百八十，其中一百七十七爲機構會員，餘下爲個人會員，大部份的機構會員爲特殊學校、日間訓練中心、宿舍暨庇護工場及特殊幼兒中心，而個人會員則包括智障人士家長及復康工作者。截至二零零六年三月，資源站的總瀏覽人次爲四萬一千六百四十，每月的平均瀏覽人次爲三千四百七十，共有一萬五千七百八十四位智障人士受惠於這個服務。

在這段期間，資源站共進行了兩次服務檢討，透過問卷調查收集使用者的意見，兩次檢討共收回九十八份問卷，使用者普遍都表示滿意，認同資源站能提供他們所需的訓練教材，滿足智障人士的訓練需要。

資源站透過郵寄海報及單張予復康機構、特殊學校、醫院、特殊幼兒中心及智障人士家長組織，以推廣這個新服務。此外，資源站亦參與於二零零六年

一月十一日在香港中央圖書館舉行的「2006數碼鴻溝研討會」，研討會的目的是鼓勵弱勢社群使用資訊科技，資源站在會場內設立攤位，介紹這個服務及相關的輔助器材，有超過三百人參觀過有關的示範。資源站亦接受了香港商業電台「同途有心人」節目的邀請，在節目內介紹服務的內容，令大眾對服務有更多的認識。

資源站共舉辦了兩個工作坊，教授使用者製作及使用多媒體訓練教材，旨在協助復康工作者為智障人士製作切合他們需要的訓練教材，兩個工作坊有超過七十人參加，包括職業治療師、言語治療師、特殊幼兒工作員、教學助理及活動助理。參加者對工作坊都給予正面的評價。

統計數字

所提供服務	接受服務人數	
	<u>04-05</u>	<u>05-06</u>
會員人數	260	580
設計及製作訓練教材	8,820	15,784
向使用者示範網站的使用	250	370
為使用者提供技術支援	155	160

綜合家居照顧服務

本服務自二零零三年四月轉型後至今已三年，服務仍繼續為長者、殘疾人士及未能自我照顧和維持日常生活的家庭提供服務，目標是協助他們繼續留在熟悉的社區生活。服務的內容包括個人照顧、護理服務、膳食服務、陪診、購物及家居清潔等。

轉型後除為普通個案提供一般家務助理服務外，並為經安老服務統一評估辦事處所分派之體弱個案提供多項的專業服務，包括個案管理、普通護理、特別護理、家居安全及復康服務等。除原有來自橫頭磡村及慈雲山慈正村之普通個案外，更為黃大仙區之體弱個案提供服務。由於服務範圍擴闊了，前線員工需要奔走於整個黃大仙區上門為體弱個案服務。截至二零零六年三月三十一日，服務使用者共有九十四位，包括二十個體弱個案。

所有服務使用者均經社工評估，如有需要，護士及職業治療師亦會提供評估及專業意見，根據評估結果，社工會為各服務使用者訂立其個人照顧計劃及照顧項目，並提供相關服務，同時亦會定期檢討照顧計劃，以配合他們的需要。為了應付體弱個案在護理方面的需要，照顧隊除了有護士提供護理服務外，亦有提供社康職業治療服務，以提高服務使用者的功能。在過去兩年，照顧隊為服務使用者舉辦了三個活動小組，提高他們墜腰背護理及保護膝關節的知識。而由二零零五年三月至二零零五年十二月，照顧隊更安排了一位註冊中醫為服務使用者提供義診，這項服務很受服務使用者歡迎。

除了恆常服務外，照顧隊會按著服務使用者的需要提供各類專業義工服務，包括護士義工探訪有需要的普通個案，為他們提供護理上的專業意見，物理治療師義工會教導患有痛症的個案如何面對及紓緩痛楚，營養師義工會為體重出現問題或患有特殊疾病之個案提供專業意見，指導他們應該如何進食得宜。除此之外，服務隊亦會為有社交需要或社區支援網絡較薄弱的服務使用者

提供義工探訪，以增強他們與外界的接觸，減輕疏離感。照顧隊亦會定期為服務使用者舉辦社交康樂活動，例如生日會及旅行等，以提升他們的生活質素。

有鑑於照顧者的重要性，照顧隊遂舉辦照顧者支援活動，為他們提供訓練及支援，同時鼓勵組員互助及分享，協助他們繼續擔當照顧者的重責。

面對體弱個案及普通個案對服務質素及需求的不斷增加，前線員工的工作技巧亦需相應提高，以應付需要。為提升前線員工的專業技巧，照顧隊每兩個月會舉辦一次專題培訓，並每年舉辦員工退修營。過去一年之培訓內容包括正確使用氧氣座、剪髮技巧訓練及長者用藥需知等。同時亦會安排同工參加其他機構舉辦的訓練課程，以增強他們的知識及技能。

照顧隊於二零零五年九月份接受了社會福利署的服務質素標準評審，社署於是次評審中檢視了照顧隊在服務範圍內之各項文件，是否合乎社署的要求；另外亦面見了員工、服務使用者及其照顧者，以了解服務隊在推行服務時之情況，是次評審結果是照顧隊能夠達到社署各項有關要求。

為了提升服務質素，照顧隊會定期進行服務檢討，透過電話訪問及內部審查，收集服務使用者的意見，在過去兩年，超過九成的服務使用者對服務質素、同工工作技巧及態度，均表示滿意。

社康職業治療

本服務的宗旨是透過增強殘疾人士及長者各方面的功能，使他們能夠獨立生活、提高他們的生活質素及融入社會。服務的範圍如下：

- (一) 家居活動的評估及訓練；
- (二) 家居及工作環境的評估；
- (三) 為家居及工作環境改裝提供建議；
- (四) 推薦及提供合適的輔助儀器；
- (五) 提供家居氧氣治療；及
- (六) 為照顧者提供訓練及諮詢服務

隨著香港人口老化，加以近年政府大力推行社區照顧的政策，令留在社區生活的長者人數不斷增加。由於社康職業治療服務能透過改裝環境、提供適合的輔助儀器及照顧者訓練，提高長者的獨立生活能力，使他們能繼續留在熟悉的社區生活，故服務的需求亦因應增加。在過去兩年，大部份的服務使用者均為長者，由綜合家居照顧服務隊、長者地區中心、長者鄰舍中心、家庭服務中心及醫院的醫務社會工作部所轉介。本服務於二零零四至二零零五年度所處理的個案為曆年之冠，主要原因是這段期間與醫院管理局合作推行社區伙伴計劃，故增加了人手處理個案，隨著計劃於二零零四年八月結束，所處理個案的數量亦回復正常。

本會自二零零三年起與兩所公立醫院合作，為有氣管病的離院病人提供氧氣治療服務，透過提供持續治療監察及改善他們對氧氣治療的遵從性，服務的最終目標是協助他們獨立及安全地留在社區中生活。

隨著電動輪椅使用的普及化，特別是在長者使用率的不斷增長，對選擇電動輪椅的專業意見及諮詢的需求亦因而增加，在過去兩年，本服務共提供了十七個使用電動輪椅的適宜性評估，就使用者的體能及環境，推薦合適的電動輪

椅，同時亦為新的電動輪椅使用者提供駕駛訓練，確保他們能適當及安全地使用電動輪椅。

爲了進一步改善服務質素，服務繼續進行服務使用者意見調查，收集他們對服務的意見。同時爲了評估服務的有效性，在服務使用者意見調查加入量度服務效果的指標。在過去一年，百分之八十五的服務使用者認爲透過此服務能改善他們的日常生活技能；透過運動訓練，百分之八十三的服務使用者的體能得以提升；百分之八十五的服務使用者認同服務能協助他們繼續留在社區生活；百分之八十七的服務使用者同意服務能增強他們的自信心及對生活的滿足感；在照顧者訓練方面，百分之八十八的照顧者同意服務能改善他們的照顧技巧。總括而言，超過百分之九十五的服務使用者十分滿意職業治療師所提供的服務及專業建議，這些調查結果可以協助改善服務質素，同時能爲服務的未來發展方向提供指引。

統計數字

所提供服務	接受服務人數	
	<u>04-05</u>	<u>05-06</u>
提供日常生活技能的評估及訓練	270	205
推薦及提供合適的輔助儀器	110	215
提供家居及工作地點改裝的建議	60	208
提供氧氣治療服務	220	165
提供照顧者訓練及諮詢服務	123	145

關懷獨居老人計劃

由於香港人口老化及政府推行社區照顧政策，因而增加了社會對獨居長者的健康情況及家居安全的關注。有見及此，本會遂開展「關懷獨居老人計劃」，以回應需要。

本服務旨在為獨居或缺乏家庭支持的長者提供社交及心理支援，透過義工的定期探訪，為這些長者提供情緒及心理支持，減輕他們的孤獨感及擴大他們的社交網絡。有鑑於長者的自殺個案日增，本服務能為一些有危機的長者提供支援及關注。此外，義工亦會在探訪期間，留意長者的健康情況及家居安全，並將有需要的長者轉介給本會的護士義工跟進，為他們提供健康諮詢及藥物方面的指導。透過這服務，能儘早察覺長者潛在的健康問題及家居危機，並協助他們獲得適當的服務。

在過去兩年，服務共招募了七十位義工，探訪了七十二位由本會黃大仙綜合家居照顧服務隊及香港基督教服務處深水埗綜合家居照顧服務隊所轉介的長者，這些長者均是體弱及缺乏支援。義工需定期探訪及聯絡長者，有些義工更在服務完結後仍繼續自行探訪。社工會給予義工意見及支援，使他們能順利推行服務。

為確保服務能暢順推行，義工會被安排參加一系列的訓練課程，包括常見的老人疾病、與長者溝通的技巧及社區資源等。亦會定期舉辦義工聚會，分享探訪所遇到的困難。在服務檢討方面，超過百份之九十的義工均表示透過探訪能增加他們對體弱長者的日常生活及需要的認識，同時亦增強他們與長者溝通的技巧。此外，百份之八十五的長者認同義工探訪能減輕他們的孤獨感及增加他們對社區的認識。

在過去兩年，護士義工共探訪了一百一十六位由本會黃大仙綜合家居照顧服務隊轉介的長者，透過探訪，護士義工為長者提供健康諮詢、藥物知識、個人衛生、老人疾病及飲食營養等專業意見，使他們能維持獨立及健康的生活。

統計數字

所提供服務

接受服務人數

04-05 05-06

家訪	152	155
提供健康檢查	57	60
舉辦義工訓練	68	40
舉辦義工分享會	52	54
為義工提供支援及諮詢	36	40
為其他社會服務機構提供轉介服務	12	13

綜合職業復康服務中心

協會的首間庇護工場——展毅中心自二零零二年投入服務，已營運超過四年。中心旨在透過一個模擬現實的工作環境，為殘疾人士提供職業復康服務。為提高服務質素，工場於二零零四年四月起轉型為綜合職業復康服務中心，為殘疾人士提供全面性的職業復康服務。中心的運作形式雖然有所改變，但其最終目標仍是協助殘疾人士公開就業。

轉型後的中心每月需為不少於一百八十位殘疾人士提供服務，在二零零六年三月，中心收納了一百八十六位服務使用者。中心的日常運作主要由中心經理、副經理、市場主任、社工、輔助就業主任及其他前線同工負責。

為配合迅速轉變的經濟環境，中心採用以服務業為主及以商業運作為本的營運模式，現時的業務可分為中心工作及外出工作，生產線包括洗衣、家居清潔、橫額制作、物流工作、速遞服務及外展包裝等。在二零零四年至二零零五年度，中心的總收入為港幣一百六十七萬元，而在二零零五年至二零零六年度，中心的總收入比前一年度增長百分之五點六，達到港幣一百七十六萬元。

為了增強競爭力，中心致力向服務業發展，由二零零四年十月起，成立了外展工作隊，並與數間物流公司合作，服務使用者會到這些公司工作。由於中心計劃發展物流服務，這些工作經驗可為未來發展奠立穩固的基礎。

中心以商業形式營運，以協助服務使用者熟習商業社會的運作。中心會鼓勵服務使用者在有需要時加班及輪班工作，在二零零四至二零零五年度及二零零五至二零零六年度，中心發放予服務使用者的津貼（不包括獎勵金）分別為港幣一百二十四萬元及港幣一百五十萬元。此外，中心亦會向表現出色的服務使用者發放年終獎金，以作鼓勵。

在過去兩年，中心為服務使用者安排各類的訓練，包括社交技巧訓練、性教育、工作技能訓練及職業安全等。中心更與職業訓練局合作，開辦兩個有關清潔技巧及零售訓練的課程，超過二十位服務使用者參加。中心亦有安排社交康樂活動，以豐富他們的社交生活。

中心定期舉辦員工培訓，以提升他們的知識及技能，訓練內容包括如何設計訓練計劃、危機處理、顧客服務及物流概念等，亦鼓勵員工參加由其他機構舉辦的訓練課程，中心亦舉辦職員退修會，以建立團隊精神。

■ 工友正在生產線處理物流公司的包裝工作。



■ 管業公司獲展毅中心提名為「商界展關懷」得獎成員之一，盡其社會責任。

輔助就業服務

輔助就業服務首於一九九五年三月投入服務，旨在協助殘疾人士公開就業，使他們融入社會。此項服務由社會福利署資助，服務內容包括職業評估、技能訓練、就業輔導、在職支援及跟進服務。服務以個別就業選配模式推行，服務名額由首年的十位增至現時的九十位。由二零零四年四月開始，其中四十個名額與協會於屯門的庇護工場合併，發展為綜合職業復康服務中心，為殘疾人士提供一站式復康服務。

在過去兩年，本服務成功協助了三百五十二位殘疾人士公開就業，其中七十七位更能維持該份工作達半年或以上。工作性質包括派發傳單、電話訪問、清潔、文職、銷售及物業管理等，他們的平均月薪為港幣三千二百元。主要服務對象為精神病康復者及肢體傷殘人士。

在社會福利署康復服務市場顧問辦事處的統籌下，本服務於二零零二年三月起於屯門醫院及屯門公務員宿舍開展了汽車清潔及美容服務，除了滿足車主



■ 學員正仔細地替車主提供汽車清潔及美容服務。

的需求外，亦為輔助就業服務的學員提供訓練及就業機會。此服務以自負盈虧的方式運作，服務開展至今已四年多。在二零零四至二零零六年度，共有十位學員曾接受有關汽車清潔的訓練；截至二零零六年三月，共有六位學員負責提供服務，他們每月所獲的洗車津貼介乎港幣一千二百五十元至港幣四千二百六十元正。

為增強服務使用者的競爭能力，協會向僱員再培訓局申請資助開辦職前培訓課程，在過去兩年共舉辦了四個課程。

為使更多轉介機構認識及使用本服務，協會會定期更新及寄發單張及資料予各機構，以建立關係及保持聯繫。另外，本服務亦維持每年出版兩次服務通訊，讓服務使用者、轉介機構及各關注本服務人士能對本服務有更多的了解。

經過一段時間的運作，本服務已經與一批僱主建立了緊密的聯繫，並已贏取了他們對僱用殘疾人士的信心，故此，他們會給予服務使用者優先面試的機會。此外，本服務亦不斷為服務使用者開拓及發掘工作實習及訓練的機會；在過去兩年，透過與一些非政府機構及私營公司的聯繫，服務為各有需要之服務使用者安排工作實習及訓練，讓他們在正式進入競爭激烈的公開就業市場前，能有機會在真實的工作環境中接受訓練，藉此提高他們的工作能力及自信心。有鑑於工作實習對服務使用者有顯著的幫助，服務於來年將會嘗試發掘更多的工作實習及訓練機會。

賽馬會桌面排版中心

中心旨在為殘疾人士提供訓練及工作機會，其主要業務包括為公私營機構提供文字處理、資料輸入、桌面排版、設計、印刷、代郵及網頁設計／更新等。中心提供一個模擬的工作環境以協助學員適應公開就業。

中心以商業形式運作，需與業內同行競爭，爭取訂單。在二零零四至二零零六年度，中心的營業額分別為港幣九十二萬六千元及八十七萬八千元，營業額較前度略為減少，主要是因為來自其他非政府機構的印刷訂單減少。因此，中心實有需要開拓其他新的業務。有鑑於現時市場對小量的四色印刷方面有一定需求，故中心遂向華人永遠墳場管理委員會申請撥款購置一部數碼印刷機，以便發展新的數碼印刷業務，這個新的機器可增強中心的競爭力，亦藉此提供更多的就業及訓練機會予殘疾人士。

在過去兩年，中心將業務範圍擴展至設計網頁、印制光碟及設計／印制光碟封套，隨著中心累積製作這類產品的經驗，學員會更有信心承接這類訂單。但中心亦會同時不斷嘗試尋找更多資料輸入的工作，因為這類工作的數量較大，同時有較多殘疾人士能夠應付。在這段時間，中心成功爭取了數張固定的資料輸入訂單，為學員提供穩定的工作機會，讓他們可以賺取更多津貼。

中心有定期進行宣傳活動，將中心的單張郵寄予有潛質的客戶，並以電話跟進。中心亦與本會的綜合職業復康中心合作，一同推行宣傳活動。此外，社會福利署的市場顧問辦事處亦有轉介客戶予中心。為表揚一些長期給予中心訓練及工作機會的客戶，中心推薦了亞洲博聞有限公司參加由香港社會服務聯會主辦的「商界展關懷」活動。

在過去兩年，中心分別為七十四位殘疾人士 - 包括肢體傷殘人士、精神病康復者及長期病患者提供工作機會，他們每月可獲得以件工計算的津貼，而在

這段時間，服務使用者每日的平均津貼約為港幣一百三十元，而最高的更達到港幣二百零五元。超過百份之七十的服務使用者同意津貼能增加他們的收入，而有百份之八十的服務使用者認為透過中心的工作能增強他們的自信。另外，中心於二零零四至二零零六年度共收納了十四位新的服務使用者，同時亦有十三位服務使用者因成功公開就業、接受其他復康訓練或健康問題而離開中心。

爲了增強服務使用者的工作技巧，中心定期舉辦各種訓練課程，在過去兩年，中心共舉辦了六個課程，其中包括與職業訓練局合辦之網頁及平面設計課程，此外，中心亦自行舉辦一般電腦操作及瀏覽器／電郵的應用課程，有超過四十五位服務使用者參加這些課程。總括而言，中心定時爲服務使用者提供訓練課程，除了提昇服務使用者的技巧外，亦要配合市場的需要，使中心能繼續不斷成長。

統計數字

所提供服務

接受服務人數

04-05 05-06

爲殘疾人士提供文字處理、資料輸入、
桌面排版、設計、印刷、代郵及網頁
設計／更新的工作機會

37

37

爲殘疾人士提供訓練機會

33

37

展能基金

展能基金旨在為殘疾人士提供免息貸款，協助他們購買復康器材，以提升他們的獨立生活能力及生活質素。

現時基金的最高貸款額為港幣五萬元，最長還款期為四十八個月，貸款會以每月分期方式攤還。每個申請均需具擔保人以確保貸款能收回。每個申請都需由基金的管理委員會審核，並由本會的執行委員會加簽。

在過去兩年，基金共接獲六十七宗申請，大部份申請人為肢體傷殘人士及視障人士，最多人申請的儀器是汽車及電動輪椅。在這些申請當中，貸款額以一萬元以下及四至五萬元之間佔多。截至二零零六年三月卅一日，共有四十四位殘疾人士仍在還款當中，如有需要，基金仍會繼續為他們提供意見及協助。

由於經濟持續不穩，令二零零五至二零零六年度的申請較前一年度減少，有個別接受貸款者亦表示未能如期還款，為了協助他們解決困難，基金會考慮



■ 視障申請人正使用新購買的點字顯示器作電腦的工作。

將還款期延長，並會密切跟進他們的情況，當他們的財政情況改善後，便需回復到當初承諾的還款期限。總括而言，基金的運作大致暢順，並沒有出現壞賬。

基金會透過報章及郵寄宣傳單張予復康機構、特殊學校、醫院、殘疾人士自助組織及家庭服務中心以作推廣，但大部份的申請人均是透過曾經使用此服務的人士所轉介。

基金會透過派發問卷以收集申請人對申請手續及儀器實用性的意見，在過去兩年，大部份的申請人均對服務表示滿意，並認為所購置的儀器能提升他們的獨立生活能力及生活質素。

統計數字

所提供服務	接受服務人數	
	<u>04-05</u>	<u>05-06</u>
查詢服務	85	87
申請個案	37	30
提供免息貸款	31	25
為選擇合適儀器提供意見	31	25
評估申請人的社會及經濟情況	31	25
為接受貸款人士提供支援	68	44

職業治療 / 物理治療服務

這項服務主要是透過講座、工作坊及訓練，協助殘疾人士、長者、照顧者及義工獲得相關的知識及技能，以提升他們的功能或照顧技巧。

在過去兩年，扶抱技巧及長者運動繼續是最受服務使用者歡迎的項目。參加者意見調查反映有八成的參加者認為講座、工作坊及訓練能增強他們的知識及照顧技巧。在這段時間，我們設計了兩個新的項目，分別是輪椅維修及檢查基礎訓練及復康用具查、保養及維修。這兩個工作坊的參加者主要是照顧者及義工，他們在獲得有關的知識及技能後，可為輪椅及復康用具提供定期的檢查及作簡單的維修，這不但可以增強儀器的安全性，同時更能增長儀器的使用期。這兩個項目都很受長者中心的歡迎，透過這些訓練，中心的義工及照顧者能為有需要的長者提供基本的保養及簡單的維修服務。

在這段期間，我們共舉辦了三個運動小組，除為黃大仙綜合家居照顧服務的服務使用者舉辦了一個膝關節炎患者的運動小組外，我們更為於慈雲山一間長者鄰舍中心的會員舉辦了兩個腰背護理小組，透過小組的活動，參加者可以學習到有關的運動，並鼓勵他們在小組完結後，繼續進行自我訓練，參加者的反應令人十分鼓舞，因他們都覺得這些運動能改善腰背問題。有鑑於運動小組能有效改善參加者的活動能力，我們計劃於來年向安老服務機構推介是項服務，但由於服務仍在發展階段，我們還需不斷評估其效能，改善服務的質素。

統計數字

所提供服務

接受服務人數

04-05 05-06

為長者、照顧者及義工提供講座、

252

269

工作坊及訓練

舉辦運動小組

12

20

新計劃

宏遠洗衣服務公司

香港政府近年推動社會福利機構成立社會企業，為殘疾人士提供就業機會，有見及此，協會遂於二零零五年經社會福利署的「創業展才能計劃」贊助，開辦了首個社會企業——宏遠洗衣服務公司。這計劃是以商業模式營運，公司的開辦費及短期營運資金由「創業展才能計劃」資助，但長遠而言，公司需自負盈虧。此外，公司亦需聘用殘疾人士，數目最少需佔總僱員人數的百分之六十。



■ 服務使用者正積極學習各種不同類型的洗衣服務工作。

由於協會的綜合職業復康中心——展毅中心亦有提供洗衣服務，因而累積了營運洗衣服務的經驗，令協會更有信心去承辦一間自負盈虧的洗衣服務公司。宏遠洗衣服務公司的主要業務是為私人屋苑的住戶提供衣物乾濕洗服務，透過在屋苑的住客會所設立交收櫃台，以方便住戶使用服務。公司的主要客戶是屋苑內的小家庭及年輕在職夫婦，屋苑的管理公司亦會向宏遠外判清洗制服的工作。現時洗衣服務需面對很大競爭，必須提供物超所值的服務才能吸引客戶惠顧。

在計劃開展的初期，協會花了一段時間去物識合適的廠址、購買器材及計劃推廣業務的策略。從綜合職業復康中心所得的經驗對開展這個新項目有莫大的裨益，為了爭取客戶，公司進行了密集式的宣傳及推廣，社會福利署的市場顧問辦事處亦提供了不少協助。公司曾接觸一些著名的物業管理公司，尋求在其管理下的屋苑提供洗衣服務的可行性。

在這段時間，公司在翠豐臺及浪翠園的住客會所設立洗衣服務櫃台，同時亦為一間醫療集團及一間私營安老院提供定期洗衣服務。在二零零六年四月，公司共聘用了三位殘疾僱員，他們均曾在展毅中心接受洗衣訓練，他們主要負責櫃台服務、收送及洗衣。

宏遠的業務已開展了超過一年，財政上尚未能達到收支平衡，仍需時間去建立穩固的客戶基礎，以確保能自負盈虧。是項計劃的最終使命是為殘疾人士提供就業機會，使他們能融入社會，就這方面而言，宏遠洗衣服務公司已經達到它的目標。公司會繼續努力開拓市場，為殘疾人士提供更多就業機會。

會員及義工

本會各項服務的推行，均有賴義工的積極參與。為了令服務能順利推展，實有需要在義工招募、訓練、鼓勵及維繫方面投放資源。在過去兩年，本會因應服務發展需要去招募合適的義工，務使他們能儘快投入服務。此外，本會亦有應其他社會服務機構的需要，為他們轉介專業義工，例如物理治療師、營養師及護士等，他們可為機構或他們的服務使用者舉辦講座、提供健康檢查及其他專業意見。

在二零零四至二零零六年度，共有七十八位義工加入，截至二零零六年三月，本會共有三百七十位會員及義工。為使新加入的義工對本會的服務能有更深入的了解，本會會舉辦迎新導向及相關訓練課程，以便他們能有足夠的技巧去推行服務。本會也為義工舉辦活動及聚會，讓他們能有相互認識的機會。



■ 本會義工出席社會福利署主辦之2005年度義工嘉許典禮，並獲頒發嘉許獎狀。

爲了表揚義工的服務精神，在過去兩年，本會共推薦三十二位義工參加由社會福利署所舉辦的義工運動，其中有八位資深義工獲得五至二十年的長期服務獎。在過去兩年，有十二位義工獲本會頒發卓越義工獎及長期服務獎。爲表達對義工的感謝，本會特別製作了杯墊及電話綫贈予所有會員及義工，期望他們能繼續支持本會的服務。

此外，爲了使會員及義工了解本會服務的發展，本會會出版季刊，同時亦會透過季刊更新會員及義工的資料，以保持一個合時的義工資料庫，令服務能順利推行。

統計數字

所提供服務

接受服務人數

04-05 05-06

舉辦探訪活動	32	34
招募新義工	36	42
舉辦新義工迎新介紹	36	41
舉辦傑出義工選舉	22	33

FINANCE

Auditor Report 核數師報告

ASSOCIATION FOR ENGINEERING AND
MEDICAL VOLUNTEER SERVICES

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2006

CONTENTS

	PAGES
REPORT OF THE EXECUTIVE COMMITTEE	1 - 2
REPORT OF THE HONORARY AUDITORS	3
STATEMENT OF INCOME AND EXPENDITURE	4 - 5
BALANCE SHEET	6
STATEMENT OF CHANGES IN EQUITY	7
NOTES TO THE FINANCIAL STATEMENTS	8 - 15

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

REPORT OF THE EXECUTIVE COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2006

The directors of the Executive Committee have pleasure in submitting their annual report and the audited financial statements of the Association for the year ended 31 March 2006.

PRINCIPAL ACTIVITY

The Association is an incorporated voluntary and non-profit making body. Its principal activity is the provision of engineering and medical professional services to needy individuals and organizations.

FINANCIAL RESULTS

The results for the year ended 31 March 2006 and the state of affairs of the Association at that date are set out in the financial statements on pages 4 to 15.

RESERVES

Details of movements in the reserve accounts of the Association during the year are set out in Note 5 to 17 to the financial statements.

DIRECTORS

The directors of the Association during the year were as follows:-

Mr Chan Yuk Keung, Simon
Mr Law Chit Wai, Jeffrey
Mr Chan Fan
Dr Chan Hok Sum
Mr Cheung Kin Man, Wilson
Mr Chan Fuk Keung
Ms Cheng Suk Kuen
Mr Chan Kam Wah

In accordance with article 34 of the Association's Articles of Association, all directors will retire and, being eligible, offer themselves for re-election at the forthcoming annual general meeting.

DIRECTORS' INTEREST

No director had a material interest in any contract of significance to the operation of the Association to which the Association was a party during the year.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

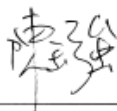
REPORT OF THE EXECUTIVE COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2006

- continued -

HONORARY AUDITORS

The financial statements have been audited by Messrs. Chan & Man, Certified Public Accountants (Practising), who retire and, being eligible, offer themselves for re-appointment.

On behalf of the Executive Committee



Chairman

Dated : 07 SEP 2006
Hong Kong

CHAN & MAN

CERTIFIED PUBLIC ACCOUNTANTS

陳錫義、文國樑 會計師行



Page 3

REPORT OF THE HONORARY AUDITORS

TO THE MEMBERS

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

(Incorporated in Hong Kong with limited liability)

We have audited the financial statements on pages 4 to 15 which have been prepared in accordance with accounting principles generally accepted in Hong Kong.

Respective responsibilities of directors and auditors

The Association's directors are responsible for the preparation of financial statements which give a true and fair view. In preparing financial statements which give a true and fair view it is fundamental that appropriate accounting policies are selected and applied consistently. It is our responsibility to form an independent opinion, based on our audit, on those financial statements and to report our opinion solely to you, as a body, in accordance with Section 141 of the Companies Ordinance, and for no other purpose. We do not assume responsibility towards or accept liability to any other person for the contents of this report.

Basis of opinion

We conducted our audit in accordance with Standards on Auditing issued by the Hong Kong Institute of Certified Public Accountants. An audit includes on examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Association's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance as to whether the financial statements are free from material misstatement. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements. We believe that our audit provides a reasonable basis for our opinion.

Opinion

In our opinion, the financial statements give a true and fair view of the state of affairs of the Association as at 31 March 2006 and of its results for the year then ended.

A handwritten signature in cursive script, appearing to read 'Chan & Man'.

Certified Public Accountants
(Practising)

Dated: 07 SEP 2006

Hong Kong

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 MARCH 2006

	2006 HK\$	2005 HK\$
TURNOVER		
Designated donations:		
Others	267,699	136,761
Subventions:		
Hong Kong Jockey Club Charities Trust	878,000	754,000
Community Chest	1,083,600	1,143,800
Social Welfare Department - HKSAR Government	7,642,654	8,021,887
- Lotteries Fund	3,500	31,966
- Block Grant	31,000	19,000
	<u>9,906,453</u>	<u>10,107,414</u>
Subventions from Employees Retraining Board utilized	12,000	12,000
Membership annual subscriptions	450	1,000
Service income	4,224,038	4,309,845
	<u>14,142,941</u>	<u>14,430,259</u>
OTHER REVENUE		
Interest income	115,403	3,241
Sundry income	40,000	30,000
	<u>14,298,344</u>	<u>14,463,500</u>
EXPENDITURE		
Salaries	7,669,484	7,310,821
Provident fund contributions and charges	344,819	350,162
Provision for long service payment	235,290	-
Programme and services expenses	3,576,367	3,729,038
Repairs and maintenance	111,657	247,082
Printing, postage and stationery	78,421	69,546
Travelling	59,880	50,056
Telephone and fax	84,272	87,104
Electricity and water	281,426	279,698
Insurance	45,796	36,249
Rent and rates	879,080	816,330
Cleaning	69,199	93,821
Advertising	20,648	15,165
General expenses	27,568	26,226
Annual general meeting and dinner	4,502	6,585
Equipment and uniform	336,384	425,225
Staff training	11,542	14,570
Motor vehicles	45,730	34,809
	<u>(13,882,065)</u>	<u>(13,592,487)</u>
SURPLUS FOR THE YEAR	<u>416,279</u>	<u>871,013</u>

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 MARCH 2006

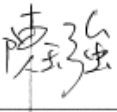
	2006 HK\$	2005 HK\$
- continued -		
SURPLUS FOR THE YEAR	416,279	871,013
TRANSFERS FROM/ (TO) :		
General Fund	122,361	27,237
Service Foundation Fund	(82,699)	(77,461)
Supported Employment Services	(35,734)	(302,194)
Jockey Club Desktop Publishing Centre	(20,164)	(170,760)
Home Care Services	(60,163)	(19,697)
The Endeavor	(261,831)	(679,425)
Electric Wheelchair Repair Clinic and Resource Centre	-	281,018
Queen Elizabeth Foundation For The Mentally Handicapped	-	116,096
Laundry Workshop	(78,049)	(45,827)
ACCUMULATED BALANCE AT END OF YEAR	- *****	- *****

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

BALANCE SHEET AS AT 31 MARCH 2006

	NOTE	2006 HK\$	2005 HK\$
NON-CURRENT ASSETS			
Loans to disabled	3	417,123	370,089
		-----	-----
CURRENT ASSETS			
Prepayments and other receivables		317,767	456,032
Utility deposits		39,650	35,650
Current portion of loans to disabled	3	424,990	455,440
Cash and bank balances		8,728,773	8,507,681
		9,511,180	9,454,803
		-----	-----
CURRENT LIABILITIES			
Bank overdraft		8,619	3,791
Accounts payable		343,232	349,261
Receipts in advance		13,708	12,788
		(365,559)	(365,840)
		-----	-----
NET CURRENT ASSETS		9,145,621	9,088,963
		-----	-----
NON-CURRENT LIABILITIES			
Long Service Payments Obligation	4	(235,290)	-
		-----	-----
TOTAL ASSETS		9,327,454	9,459,052
		=====	=====
Represented by:			
General Fund	5	-	-
Service Foundation Fund	6	947,524	987,186
Independent Living Fund	7	2,586,002	2,586,002
Supported Employment Services	8	909,739	909,739
Jockey Club Desktop Publishing Centre	9	716,924	696,760
Home Care Services	10	528,150	528,150
The Endeavor	11	4,481	4,481
Social Welfare Department Lump Sum Grant Reserve	12	2,952,857	3,225,248
Laundry workshop	13	123,876	45,827
Social Welfare Department Provident Fund	14	466,481	384,524
Social Welfare Department Central Items	15	112,397	91,059
Social Welfare Department Block Grant	16	91	76
Social Welfare Department Rent and Rates Deficit	17	(21,068)	-
		9,327,454	9,459,052
		=====	=====


Director


Director

PAGE 7

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31 MARCH 2006

	2006 HK\$	2005 HK\$
Total equity at 1 April	9,459,052	9,797,408
Surplus for the year	416,279	871,013
Lump Sum Grant refund to Government	(547,877)	(1,209,369)
Total equity at 31 March	9,327,454 *****	9,459,052 *****

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 20061. INCORPORATION DETAILS

The Association was incorporated under the laws of Hong Kong on 5 June 1990. Pursuant to Section 21 of the Companies Ordinance, the Association has obtained approval from the Registrar of Companies to register the Association without incorporating the word "Limited" to its name.

The Association is limited by guarantee and, accordingly, it is not authorized to issue share capital. The liability of members is limited to HK\$100 each.

There were 18 members as at the balance sheet date (2005:18).

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES(a) Basis of preparation

These financial statements have been prepared in accordance with all applicable Hong Kong Financial Reporting Standards (HKFRSs), which collective term includes all applicable individual Hong Kong Financial Reporting Standards, Hong Kong Accounting Standards (HKASs) and Interpretations issued by the Hong Kong Institute of Certified Public Accountants and accounting principles generally accepted in Hong Kong. They have been prepared under the historical cost convention.

(b) Fixed assets

Assets acquired during the year are expensed to the statement of income and expenditure.

(c) Government grants

Government grants are recognized at their fair value where there is reasonable assurance that the grant will be received and all attaching conditions will be complied with. When the grant relates to an expenses item, it is recognized as income over the periods necessary to match the grant on a systematic basis to the cost that it is intended to compensate.

(d) Operating leases

Leases where substantially all the rewards and risks of ownership of assets remain with the lessor are accounted for as operating leases. Rentals payable under operating leases are charged to the statement of income and expenditure on the straight-line basis over the lease terms.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2006

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- Continued -

(e) Income recognition

Income is recognized when it is probable that the economic benefits will flow to the Association and when the income can be measured reliably, on the following bases:

- (i) Subventions, when there is reasonable assurance that the Association will comply with the conditions attaching to the subventions and that the subventions will be received. Subventions are recognized as income over the periods necessary to match them with the related costs which they are intended to compensate, on a systematic basis;
- (ii) Donations and membership annual subscriptions, upon actual cash receipt;
- (iii) Interest income, on a time proportion basis taking into account the principal outstanding and the effective interest rate applicable; and
- (iv) Service income, in the period in which such services are rendered.

(f) Employee benefits

Employment Ordinance long service payments

Certain of the Association's employees have completed the required number of years of service to the Association in order to be eligible for long service payments under Hong Kong Employment Ordinance (the "Employment Ordinance") in the event of the termination of their employment. The Association is liable to make such payments in the event that such a termination of employment meets the circumstances specified in the Employment Ordinance.

A provision is recognized in respect of the probable future long service payments expected to be made. The provision is based on the best estimate of the probable future payments which have been earned by the employees from their services to the Association to the balance sheet date.

A contingent liability is disclosed in respect of possible future long service payments to employees, as a number of current employees have achieved the required number of years of service to the Association, to the balance sheet date, in order to be eligible for long service payments under the Employment Ordinance if their employment is terminated in the circumstances specified. A provision has not been recognized in respect of such possible payments, as it is not considered probable that the situation will result in a material future outflow of resources from the Association.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 20062. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- Continued -

(f) Employee benefits

- continued -

Pension schemes

The Association operates a defined contribution Mandatory Provident Fund retirement benefits scheme (the "MPF Scheme") under the Mandatory Provident Fund Schemes Ordinance, for those employees who are eligible to participate in the MPF Scheme. Contributions are made based on a percentage of the employees' basic salaries and are charged to the statement of income and expenditure as they become payable in accordance with the rules of the MPF Scheme. The assets of the MPF Scheme are held separately from those of the Association in an independently administered fund. The Association's employer contributions vest fully with the employees when contributed into the MPF Scheme.

3. LOANS TO DISABLED

	2006 HK\$	2005 HK\$
At beginning of year	825,529	1,075,199
Advance during the year	502,705	476,218
Repayment during the year	(486,121)	(725,888)
At end of year	843,113	825,529
Portion classified as current assets	(424,990)	(455,440)
Non-current portion	417,123	370,089
	=====	=====

These are unsecured, interest-free and are repayable by monthly instalments.

4. LONG SERVICE PAYMENTS OBLIGATION

The balance represented the provision for an employee who has been employed by the Association for over 5 years and is aged over 65. The balance was paid to the employee upon his retirement during the year.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 20064. LONG SERVICE PAYMENTS OBLIGATION

- Continued -

At the balance sheet date, apart from the above, another 12 (2005:8) employees have achieved the required number of years of services to the Association in order to be eligible for long service payments under the Employment Ordinance on termination of their employment. The Association is only liable to make such payments where the termination meets the required circumstances specified in the Employment Ordinance. If the termination of all these employees met the circumstances required by the Employment, the Association's additional liability not provided for in the financial statements at the balance sheet date would be HK\$235,928 (2005: HK\$205,286) (note 20 to the financial statements). A provision has not been recognized in respect of such possible payments, as it is not considered probable that the situation will result in a material future outflow of resources from the Association.

5. GENERAL FUND

	2006 HK\$	2005 HK\$
Balance at beginning of year	-	-
Transfer to statement of income and expenditure	(122,361)	(27,237)
Transfer from Service Foundation Fund - note 6	122,361	27,237
Balance at end of year	- =====	- =====

6. SERVICE FOUNDATION FUND

	2006 HK\$	2005 HK\$
Balance at beginning of year	987,186	936,962
Transfer from statement of income and expenditure	82,699	77,461
Transfer to General Fund - note 5	(122,361)	(27,237)
Balance at end of year	947,524 =====	987,186 =====

The Service Foundation Fund ("SFF") was set up to support the development of new services of the Association and the surplus balance of SFF will be used to offset against any deficits in the General Fund.

7. INDEPENDENT LIVING FUND

The Independent Living Fund was set up separately to provide interest-free loans to the disabled and, accordingly, it is not to be used to cover any deficits which were derived from any other services or funds.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 20068. SUPPORTED EMPLOYMENT SERVICES

	<u>2006</u> HK\$	<u>2005</u> HK\$
Balance at beginning of year	909,739	1,021,224
Transfer from statement of income and expenditure	35,734	302,194
Transfer to Social Welfare Department Lump Sum Grant Reserve - note 12	(35,734)	(413,679)
Balance at end of year	<u>909,739</u> =====	<u>909,739</u> =====

The Supported Employment Services, commenced in March 1995, provides employment opportunities to the disabled.

9. JOCKEY CLUB DESKTOP PUBLISHING CENTRE

	<u>2006</u> HK\$	<u>2005</u> HK\$
Balance at beginning of year	696,760	526,000
Transfer from statement of income and expenditure	20,164	170,760
Balance at end of year	<u>716,924</u> =====	<u>696,760</u> =====

The funding from The Hong Kong Jockey Club Charities Trust and Chinese Permanent Cemeteries was used to set up a workshop to provide training and employment for the disabled since March 1996 and, accordingly, it is not to be used to cover any deficits which were derived from any other services or funds.

10. HOME CARE SERVICES

	<u>2006</u> HK\$	<u>2005</u> HK\$
Balance at beginning of year	528,150	583,880
Transfer from statement of income and expenditure	60,163	19,697
Transfer to Social Welfare Department Lump Sum Grant Reserve - note 12	(60,163)	(75,427)
Balance at end of year	<u>528,150</u> =====	<u>528,150</u> =====

The Home Care Services aims to provide home care to the elderly and disabled, as well as needy families so as to assist them to continue living in the community.

PAGE 13

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 200611. THE ENDEAVOR

	2006 HK\$	2005 HK\$
Balance at beginning of year	4,481	4,481
Transfer from statement of income and expenditure	261,831	679,425
Transfer to Social Welfare Department Lump Sum Grant Reserve - note 12	(261,831)	(679,425)
Balance at end of year	<u>4,481</u> =====	<u>4,481</u> =====

This is a sheltered workshop subvented by the Social Welfare Department.

12. SOCIAL WELFARE DEPARTMENT LUMP SUM GRANT RESERVE

	2006 HK\$	2005 HK\$
Balance at beginning of year	3,225,248	3,741,745
Transfer from Supported Employment Services - note 8	35,734	413,679
Transfer from Home Care Services - note 10	60,163	75,427
Transfer from The Endeavor - note 11	261,831	679,425
Transfer to Social Welfare Department Provident Fund - note 14	(81,957)	(384,524)
Transfer to Social Welfare Department Central Items - note 15	(21,338)	(91,059)
Transfer to Social Welfare Department Block Grant - note 16	(15)	(76)
Transfer from Social Welfare Department Rent and Rates Surplus - note 17	21,068	-
Lump sum Grant Reserve refund to Government	(547,877)	(1,209,369)
Balance at end of year	<u>2,952,857</u> =====	<u>3,225,248</u> =====

In accordance with the Lump Sum Grant Manual issued by the Social Welfare Department in October 2000 and adopted by the Association since last year, any unspent lump sum grant is to be transferred to and kept in a separate reserve fund.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 200613. LAUNDRY WORKSHOP

	2006 HK\$	2005 HK\$
Balance at beginning of year	45,827	-
Transfer from statement of income and expenditure	78,049	45,827
Balance at end of year	<u>123,876</u> =====	<u>45,827</u> =====

The Clean Laundry was funded by the grants from the 'Enhancing Employment of People with Disabilities through Small Enterprise' Project of the Social Welfare Department. The Project commenced operation since February 2005. The project is to operate on a self finance mode after expiry of funding support from the Social Welfare Department.

14. SOCIAL WELFARE DEPARTMENT PROVIDENT FUND SURPLUS

	2006 HK\$	2005 HK\$
Balance at beginning of year	384,524	-
Transfer from Social Welfare Department Lump Sum Grant Reserve - note 12	81,957	384,524
Balance at end of year	<u>466,481</u> =====	<u>384,524</u> =====

In accordance with the Lump Sum Grant Manual issued by the Social Welfare Department in April 2004, any unspent lump sum grant is to be transferred to and kept in a separate reserve fund.

15. SOCIAL WELFARE DEPARTMENT CENTRAL ITEMS

	2006 HK\$	2005 HK\$
Balance at beginning of year	91,059	-
Transfer from Social Welfare Department Lump Sum Grant Reserve - note 12	21,338	91,059
Balance at end of year	<u>112,397</u> =====	<u>91,059</u> =====

In accordance with the Lump Sum Grant Manual issued by the Social Welfare Department in April 2004, any unspent lump sum grant is to be transferred to and kept in a separate reserve fund.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 200616. SOCIAL WELFARE DEPARTMENT BLOCK GRANT

	<u>2006</u> HK\$	<u>2005</u> HK\$
Balance at beginning of year	76	-
Transfer from Social Welfare Department Lump Sum Grant Reserve - note 12	15	76
Balance at end of year	<u>91</u> ===	<u>76</u> ===

The Block Grant aims to meet the minor and routine Furniture and Equipment replenishment and repairs and maintenance requirements of Agencies in respect of their subvented welfare service so as to replace the need for individual applications.

17. SOCIAL WELFARE DEPARTMENT RENT AND RATES DEFICIT

	<u>2006</u> HK\$	<u>2005</u> HK\$
Transfer to Social Welfare Department Lump Sum Grant Reserve - note 12	(21,068) =====	- =====

In accordance with the Lump Sum Grant Manual Issued by the Social Welfare Department in April 2004, any unspent lump sum grant is to be transferred to and kept in a separate reserve fund.

18. DIRECTORS' REMUNERATION

None of the directors received any remuneration in respect of their services rendered to the Association during the year (2005: Nil).

19. TAX

No provision for Hong Kong profits tax has been made since the Association is a charitable institution and, accordingly, is exempted from Hong Kong tax under Section 88 of the Inland Revenue Ordinance.

20. CONTINGENT LIABILITY

	<u>2006</u> HK\$	<u>2005</u> HK\$
Long service payments obligation - note 4	235,928 =====	205,286 =====

21. APPROVAL OF THE FINANCIAL STATEMENTS

The financial statements were approved by the Executive Committee on 07 SEP 2006



本刊物的電腦植字、排版、設計及印刷工作均由本會之「賽馬會桌面排版中心」負責製作。



A BENEFICIARY OF THE COMMUNITY CHEST