

Association for  
Engineering & Medical  
Volunteer Services

工程及醫療義務工作協會



ANNUAL REPORT 2002-2004

二零零二至二零零四年年報

# Association for Engineering & Medical Volunteer Services



*Social Servicing is Our Object,  
Professional Volunteering is Our Way*

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## **C**HAIRMAN'S REMARKS

Despite the passage of time, a sense of lost and sorrow still lingers since late Marion Fang, our Honorary Adviser, passed away in early 2004. We are blessed to have her unfailing support and guidance since the establishment of EMV more than two decades ago. She loved and cared for the disabled, and her devotion has inspired many to follow. EMV could not have become what it is today without Marion, whom we dearly miss and remember.

Driven by internal quest for continuous improvement and external funding policy changes, our services continued to evolve during the past two years. Both our home care service and shelter workshop were re-engineered into Integrated Home Care Service and Integrated Vocational Rehabilitation Service respectively. With these changes, we are now providing holistic care and support to the elders, disabled and needy families in the community, inclusive of one-stop vocational training, rehabilitation and supported employment services.

At the turn of the millennium, we received funding support from the Hong Kong Jockey Club Millennium Cup & Sweepstake Donation to develop a series of computer programmes for the training and rehabilitation of the elderly. We have since constantly solicited user feedback and refined the software for continuous improvement. In 2003, an upgraded series was launched and the feedback from users has been positive and encouraging.

To further exploit the potential of information technology for training and rehabilitation of the disabled, we continue to develop many of our IT initiatives, namely our Rehabilitation Software Library as a resource centre for rehabilitation professionals, and our I-Net in serving the mentally handicapped through the Internet. In collaboration with other agencies, we conducted computer training courses for the elderly and those who serve them. We also worked with the Hong Kong Polytechnic University to evaluate the effectiveness of computer training for the elderly.

Despite the rather bleak employment market, the performance of our Supported Employment Service has remained in good shape, managing to arrange job placement for 280 disabled during the period. In response to increasing demand for such service, our capacity has again been increased to 90, against an initial quota of 10 in 1995. Our Endeavour which commenced operation in 2002 has now enrolled beyond its capacity by taking on more than 130 disabled.

While focusing internally to take care of our services, we were awakened by the impacts and casualties arising from the SARS outbreak last March. Despite advances in science and technology, it came to our realisation how helpless, vulnerable and fragile mankind could be. But with solidarity, selfless devotion and the heroic sacrifice of our guardian angels, we finally overcome. To all those who have contributed in combating SARS, especially the health care profession, we salute your courage, professionalism and morals. You have set the example, reminded us of our social responsibility, and will be remembered.

## **P**ATRON

Dr. CHIANG Chun

## **H**ONORARY ADVISORS

Professor Nelson CHOW

Dr. York CHOW

Dr. Marion FANG M.B.E., J.P. (*Deceased*)

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

## **H**ONORARY AUDITORS & FINANCIAL ADVISORS

Mr. Anthony T. Y. WU

Ernst & Young

## **E**XECUTIVE COMMITTEE MEMBERS (2002-2004)

**Chairman**

Mr. CHAN Fan

**Vice Chairman**

Mr. CHAN Yuk Keung, Simon

**Financial Secretary**

Mr. LAW Chit Wai, Jeffrey

**Committee Members**

Mr. CHAN Fuk Keung, Stanley

Dr. CHAN Hok Sum

Mr. CHAN Kam Wa, Eddie

Ms. CHENG Suk Kuen, Virginia

Mr. CHEUNG Kin Man, Wilson

# S TAFF LIST (2002-2004)

<b>Executive Director</b>	Ms. LUK Yim-ling, Lisa
<b>Executive Secretary</b>	Ms. AU Mei-chi, Venus
<b>Occupational Therapist</b>	Ms. SO Sum-kit, Nancy
	Mr. CHENG Cho-wing, Nelson
	Ms. MA Lai-fun, Phoebe
	Ms. MAN Pui-shan
	Mr. LAU Ka-leung, Frank
 <b>Community Rehabilitation</b>	
<b>Practitioner</b>	Ms. CHOW Ka-man, Dominique
	Ms. LAW Wai-man, Candy
<b>Administrative Assistant</b>	Ms. TSANG Tze-luen, Lilac
<b>Systems Engineer</b>	Mr. WONG Tak-shing, William
<b>Engineer</b>	Mr. LEUNG Chi-yuen, Eddy
<b>Electronic Technician</b>	Mr. TSANG Tit-hung, Zenegger
<b>Mechanic</b>	Mr. LEUNG Hon-ming ( <i>till 31.3.04</i> )
<b>Carpenter</b>	Mr. CHUI Lin-biu
 <b><u>Supported Employment Service</u></b>	
<b>Placement Officer</b>	Ms. LAM Suet-fun, Jackie
<b>Assistant Placement Officer</b>	Ms. AU YEUNG Hon-man, Homan
	Mr. CHAN Chun-hei, Ronnie
	Mr. CHENG Chi-keung ( <i>till 12.02</i> )
	Ms. HO Hoi-ye, June
	Ms. LAU Kwai-fong, Jocasta
	Mr. CHAN Kin-kuen, Eric ( <i>from 9.12.02</i> )



<b>Program Assistant</b>	Ms. CHOW Wai-wah ( <i>till 15.3.04</i> ) Ms. LEUNG Yuk-sim ( <i>till 28.3.04</i> ) Ms. SEE Sin-ting Mr. WONG Wing-wa, Sidney
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**Jockey Club Desktop Publishing Centre**

<b>Manager</b>	Ms CHEUNG Lai-ying, Wendy
<b>Production Supervisor</b>	Mr. NG Hung-hung, Andrew
<b>Clerk</b>	Ms. CHAN Wing-yin, Janet

**The Endeavor**

<b>Manager</b>	Mr. CHEUNG Ka-lok, Charles ( <i>till 17.2.04</i> ) Ms. LO Chui-fong, Priscilla
<b>Assistant Manager</b>	Mr. LAW Hing-wai, Robert ( <i>till 12.5.03</i> ) Ms. LO Pui-ye, Winnie
<b>Social Worker</b>	Ms. LI Yee-wai, Noel
<b>Administrative Assistant</b>	Ms. LEUNG Cho-ye, Joey
<b>Operation Supervisor</b>	Mr. WONG Wai-hung, Thomas Ms. LAI Mo-kum Ms. SIU Oi-mui
<b>Training Assistant</b>	Mr. CHAN Yau-shing Mr. CHEUNG Chung-ki Ms. CHEUK Wai-man Mr. Samson CUNNINGHAM Ms. CHOW Pik-ying

**Training Assistant**

Mr. KWOK Pui-man  
Ms. LEUNG Ka-yan  
Ms. NG Sai-fun  
Ms. TSANG Lai-kuen  
Ms. WONG Man-ling  
Ms. YEUNG Man-yi  
Ms. SHAM Siu-ling

**Program Assistant****Home Care Service****Team Leader**

Ms. NG Sau-chun, Sueky  
Ms. TANG Wan-chi, Sara (*till 31.3.03*)  
Mr. YAU Kwok-kuen, Tony (*till 31.3.03*)

**Program Assistant****Clerk**

Ms. KO Fung-king, Winky  
Ms. CHAN Oi-yuk, Bonnie (*till 12.02*)  
Ms. LAU Kwai-fong, Peggie  
Ms. HO Yuk-fun, Vicky (*till 31.3.03*)

**Nurse**

Ms. SUM Ha-po (*till 31.11.03*)  
Ms. TAM Cheuk-wai (*from 1.12.03*)

**Health Assistant**

Mr. CHEUNG Hon-keung  
Ms. CHEUNG Kam-fun (*till 31.3.03*)  
Ms. CHEUNG Tak-wan (*till 31.3.03*)  
Ms. LAI How-sum (*till 31.3.03*)  
Mr. LEE Kwok-yin

**Health Assistant**

Ms. LIN Wai-chun  
Mr. TANG Chin-ming (*till 31.3.03*)  
Mr. PANG Kam-ming (*till 31.3.03*)  
Ms. NG Chin (*till 31.3.03*)  
Mr. SHUM Ka-hay  
Ms. YUEN Siu-king (*till 31.3.03*)

**Home Helper**

Ms. CHO Yin-fong (*till 31.3.03*)  
Ms. FAN Sau-lin  
Ms. KWAN Suk-sin

# SERVICES REPORT

## Technical Aids Services to the Disabled (TASD)

The service aims at enhancing the independence of disabled persons through the design, fabrication, modification and repair of technical aids. The aids fabricated included daily living aids, seating and postural aids; and rehabilitation aids etc. Besides, repair service for rehabilitation devices such as electronic speech aids, manual wheelchairs and power wheelchairs were also provided. In addition, clinical advice, consultation and recommendation on the design and appropriateness of technical aids for specific user were rendered.

During the reporting period, several new aids were designed and fabricated. The majority of these new products were developed after taking into consideration the needs of the service users. They included some daily living aids such as Toilet Flush Modified Handle, Gas Water Heater Knob Turner, Bath Mixer Diverter Aid, and Wireless Light Flashing Door Bell. These devices could help to alleviate the problems encountered by disabled persons in their daily lives such that they could lead an independent life. To correct the seating posture and improve the safety of disabled persons, several seating aids were developed. They included Safety Chest Belt and Wheelchair Seat Upholstery Strengthening Strap. In addition, a series of rehabilitation and training devices were also designed. They included Quad Board, Multiuse Upper Limb Exerciser, LCD & DV Study Table For Visual Deficit Students, Battery Adaptor, Pinch Strengthening Chinese Chess, Shoulder Abduction Ladder, Shoulder Arc, Shoulder Exerciser Ladder, Wooden Incline Board, Memory Board and Fingers Spreader. These products were used to enhance the functioning of disabled persons and elderly. Besides these new products, one regular device was modified and enhanced. A counter was added onto the sensory feedback box for counting the number of input and feedback simultaneously. Through this modification, the function of the device was further enhanced to meet the need of the users.

In view of the increasing demand for technical aids for use by the elderly, a new product catalogue on elderly aids and equipment was compiled and over 500 copies were distributed to elderly service workers. With the availability of this catalogue, elderly service workers could have access to information on technical aids readily. Two seminars cum demonstration on application of technology on the training and rehabilitation of elderly were organized in November and December 2002. During these two events, products and devices suitable for the training and rehabilitation of elderly were introduced to elderly service workers. The response was very encouraging as over 200 elderly service operators attended these seminars. At the same time, information on new products was disseminated to potential users and agencies through our web site, our quarterly news bulletin and demonstration sessions.



The new products – water heater starter and water tap converter can assist people with poor hand function to switch on/off the town gas and bathtub tap.

In order to provide good after sale service, the number and functions of the accessories for each device were stated and incorporated into the operation manual. This could facilitate proper application of the devices by the users such that the functions of the devices could be fully utilized. To collect feedback and comment from service users, users' satisfaction survey was distributed. For new products, telephone interview was conducted so as to solicit more detailed feedback from users which could facilitate further improvement on the design of these new devices.

**Statistics**

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>02-03</u>	<u>03-04</u>
Design and fabricate technical aids	16,600	17,300
Repair technical aids	6,604	6,820
Provide clinical consultation and recommend appropriate aids for disabled persons and elderly	20,943	21,780
Follow up and advise on the application of technical aids to disabled persons and elderly	17,573	18,090
Disseminate information on technical aids to rehabilitation and elderly service workers	658	683
Organize demonstration sessions	223	234

## Computer Aids Services for the Disabled (CASD)

This service aims to design, fabricate, modify, develop, install and repair computer and related accessories for disabled persons so as to enhance their independence in all aspects of their daily living.

In the past two years, the service continued to fabricate regular products such as programmable keypad, keyboard overlay, keyboard guard and scanning keyboard. These devices can help disabled persons to access the computer without confined by their disabilities. With the growing application of computer in rehabilitation settings, the demands for these input devices were increasing.

The feasibility of developing a new intelligent home monitoring device was explored. The device enabled disabled persons to control electrical home appliances such as lighting system, fan, TV, VCD/DVD player and air conditioner etc. independently. Visit was paid to the Intelligent Home System in Hong Kong Polytechnic University, which was designed for use by able-bodied. With better understanding of the system, our volunteers can gain more insight to facilitate the development of a new environmental control system for disabled persons.

Besides, two computer input devices were further improved. Enhancement work for the dancing mat was completed. Two different mat sizes were designed to meet the training needs of the users. Moreover, the enlarged keyboard, which could facilitate elderly and disabled persons with low vision and weak hand function to control the keyboard conveniently, was further improved. A prototype was designed and users' comments were collected.

To upgrade the design and quality of our products, technical support was sought from the Plastics and Tooling Technology Development Centre of Vocational Training Council. A newly designed hand switch was fabricated by the Centre. The service users welcomed this new device due to its colourful and attractive design. Given the positive feedback, a new special thin switch, will be designed and assistance will be sought from the Centre for the fabrication of this new device.

Our Association was invited to set up a booth to display and demonstrate our rehabilitation and computer products during the seminar on 'Usability and Accessibility Considerations in Website Implementation' which organized by the Information Technology Services Department at the Hong Kong Convention and Exhibition Centre in November, 2003. During the exhibition, participants expressed great interest to our products and were eager to try out the devices. Participation in these types of events can enhance public's understanding of computer rehabilitation products.

A Product Development Group, which composed of our occupational therapists, system engineer and technicians was formed. They met quarterly to explore new ideas on product enhancement as well as to design and develop new computer products for disabled persons and elderly.

Service promotion was launched through the posting of all products on our web site and our quarterly News Bulletin. Demonstration sessions were organized for rehabilitation workers on regular basis. Besides, a new product catalogue on computer aids and equipment for the rehabilitation of elderly was compiled and distributed in October 2002. It could facilitate workers in elderly settings to utilise computer technology in their daily training and rehabilitation of the elderly.

To enable the users to use our products, an installation manual in CD version was compiled and attached to those products, which required more detailed instructions for installation and application. Besides, the production of operation guidelines for our products was explored so as to facilitate easy application by the service users.

In order to improve the service quality, a user satisfaction survey form was sent together with each finished products for collecting comments and feedback from users regarding the product design, durability, reliability and usefulness. Information gathered can help to improve the quality of the products.



## Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>02-03</u>	<u>03-04</u>
Design, fabricate and install computer aids	1,700	1,734
Design and fabricate computer software	690	710
Provide consultation service on computer for disabled persons	630	635
Provide repair and maintenance service for computer and computer aids	24	24
Organize demonstration sessions	235	242
Disseminate hardware/software information to users	700	720



The Product Development Group meet quarterly to explore new ideas on product enhancement as well as to design and develop new products for disabled persons and elderly.

## **Rehabilitation Software Library**

Rehabilitation Software Library serves as a useful resource for rehabilitation professionals working with disabled and elderly persons. The Library consists of a collection of software and related information, which can be used as reference for rehabilitation professional in the planning of their training and education programs for their clients. At present, 231 software were collected in our library. Amongst them, some were designed by our volunteers while others were collected from various sources. During the reporting period, the Library had a total of 122 individual and agency members.

With the support from The Hong Kong Jockey Club Millennium Cup & Sweepstake Donation, our Association had designed and developed a series of computer programs for the training and rehabilitation of the elderly. Four computer compact disks, which consisted of 42 programs were produced. These software are used for the training of memory, perceptual function, eye-hand coordination and community orientation of the elderly. It can provide a vivid and interesting learning environment, which can enhance the learning efficiency and effectiveness of the users.

To promote and introduce these training software, two seminars on the ‘Application of Modern Technology in the Rehabilitation of the Elderly’ were held and over 200 participants including social workers, occupational therapists, physiotherapists, geriatricians and nurses attended these seminars. Over 550 free copies were distributed to 150 agencies/centers and hospitals. In view of the positive feedback, a new series of rehabilitation software will be developed for the training of elderly in various aspects.

In order to promote and enhance elderly service operators’ understanding of the effectiveness of using multi-media software in the training and rehabilitation of elderly, training courses were organized for them. These courses were conducted by our occupational therapist to service users of elderly centres. Starting from March

2004, elderly service units including District Elderly Community Center, Neighborhood Elderly Centre & Social Centre for Elderly were contacted and training courses were organized for their service users. The result was encouraging and over 20 elderly service units had applied for this service.

Besides, in collaboration with the Hong Kong Polytechnic University, data will be collected during these training courses. A research on 'Evaluation of the Effectiveness of an Interactive Multimedia Computer-based Training Program in Eye-hand Coordination for the Elderly' will be launched and the data collected will be analysed. The research will assess the efficiency and effectiveness of using these training software as well as to explore for the feasibility of using these software as a standard assessment tool for elders. The result of the study will be presented in the 7th International Conference of Human Services Information Technology Application in August 2004.

## Statistics

<i>Service Provided</i>	<i>No. of clients served</i>	
	<u>02-03</u>	<u>03-04</u>
Membership of the library	120	122
Organize demonstration sessions	150	155
Loan and sale of software	4,400	4,532
Dissemination of information on hardware and software	680	700

## **Interactive Computer Training Net for Mentally Handicapped Persons**

With the funding support from the Hong Kong Jockey Club Charities Trust and Lotteries Fund, the 'Interactive Computer Training Net for Mentally Handicapped Persons' was launched since June 2001. The Net aims to develop training programs to meet the daily training and learning needs of mentally handicapped users through Internet. The system composes of two major parts - the training programs and the photo library. Both parts are classified into six categories namely, Self-Care & Domestic Skills, Communication Skills, Community Living Skills, Vocational Skills, Cognitive & Motor Functions and Sex Education & Health Issues. Up till March 2004, 160 training programs were designed and posted on the Net. These training programs can create a lively and stimulating learning environment, which can enhance the users' learning effectiveness. At the same time, over 1,500 photos related to activities of daily living were collected in the graphic library. Rehabilitation workers can utilize these photos to design simple training programs for their service users.

A Bulletin Board was set up to facilitate the exchange of ideas and information amongst rehabilitation workers. Besides, a Rehabilitation Information Library that consisted of local and overseas information related to the training and education of mentally handicapped persons was also established. In addition, web sites of local rehabilitation agencies and self-help organizations serving mentally handicapped persons were also collected and categorized for easy reference by members. With the availability of these information, rehabilitation workers can access the needed and relevant information readily.

A membership system was set up and all workers serving mentally handicapped persons as well as parents can join as agency or individual members. Up till March 2004, a total of 430 agencies and individuals joined as members. Among them, 220 were agency members while the remaining are individual members. The majority of agency members were from special schools, day activity centers, hostels cum sheltered workshops and special child care centers while individual members are largely parents of mentally handicapped persons, occupational therapists, social workers and teachers. The accumulated login rate were 48,520 by the end of March 2004 and over 8,400 mentally handicapped persons benefited from this service.

Evaluation was conducted through questionnaires which, were sent to selected members randomly on a half yearly basis. Besides, questionnaires were also posted on Internet and all members were welcomed to send in their opinions concerning the design, content and layout of the training programs. Over 80 completed forms were received during the reporting period and the overall comments were satisfactory.

Regular sharing sessions were organized for members. During the sharing sessions, members put forward their ideas and suggestions regarding the content and design of the training programs. They also shared their experience and difficulties encountered in using the training programs. A Management Committee, which consisted of occupational therapist, computer engineer and management personnel met quarterly. They monitored the development of the service and provide consultation and technical support for the operation system.

**Statistics**

<i>Service Provided</i>	<i>No. of clients served</i>	
	<u>02-03</u>	<u>03-04</u>
Membership of the Net	461	430
Design and fabricate training programs	8,010	8,400
Demonstration and promotion to potential users	235	246
Provide technical support to users	120	140



A special school teacher was using the training software in our i-net system to train the eye-hand coordination of his student.

## Integrated Home Care Service

The service had undergone significant changes during the past 2 years. In 2002-2003, the service was performing the last year of its contract period. The service continue to provide home care service to elderly, disabled persons and needy 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 their familiar environment.

The service's catchment area was Wong Tai Sin. As at March 2003, the total number of service users had exceeded 400 and the majority of them were frail elderly. The service users were assessed and individualised care plan and care tasks were designed. Appropriate services including personal/nursing care, meal delivery, escort and household cleaning were provided. The care plans and care tasks were reviewed regularly to ensure that the services rendered could meet the changing needs of the service users. In addition, medical advice and consultation were also rendered. Visits were paid by our nurse volunteers to 112 service users during which advice on medication, diet and healthy living style were provided. Moreover, community occupational therapy, which aimed to maintain and improve the functioning and home safety of the service users was rendered. A total of 138 service users had benefited from this service.

In addition to these regular services, social and recreational activities such as birthday parties and outings were also organised. Volunteer visits were arranged to provide social and emotional support to those service users who are socially isolated.

With the expiration of the service contract in March 2003, the service was re-engineered and transformed into Integrated Home Care Services as from April 2003. The new service is capable to meet elders' needs at home ranging from meals, home making, escort to personal care and nursing care. Disabled persons as well as individuals and families with social needs are also eligible for this service. The ultimate goal is to enable service users to continue living in the community and to achieve an optimal level of functioning and independence. The new service continues to serve the needy in Wong Tai Sin area.

The Integrated Home Care Service Team has to serve both frail and ordinary cases. Frail cases are those assessed by the Standardized Care Need Assessment Mechanism for Elderly Services to be suffering from moderate to severe level of impairment or disability while ordinary cases are those with no or mild level of impairment or disability. As at March 2004, the total no. of service users served was 97 including 20 frail cases. All service users were being assessed by the social worker. Input from nurse and occupational therapist was sought whenever necessary. Based on the information collected, individual care plans and care tasks were designed and appropriate services were rendered. Regular review was conducted to ensure that the services rendered could meet the changing needs of the service users. To cater for the needs of the frail cases, nursing care service was strengthened. A part time nurse was employed to conduct nursing procedures and provide medical consultation for the service users. Nurse volunteers were also arranged to visit and render medical advice and consultation to ordinary cases. Community occupational therapy was also rendered which aimed to improve the functioning and environmental safety of the service users. A fall prevention group was also organised for those at risk elders.



To enrich the social life of the service users, social and recreational activities were organised. Volunteer visits were also arranged. As carer played a significant role in enabling the elders to continue living in the community, carer support group was organised to equip and facilitate them to assume their carer role. Beside, to facilitate service users and their caers to have more understanding of our services, the first 'Bulletin of Home Care Service' was published in June 2002 and it will be published twice a year.

To upgrade the quality of the services rendered, regular user satisfaction survey was organised. Phone survey as well as internal audit were conducted. On the whole, the majority of the service users were satisfied with our service. The skills and knowledge of the staff are determinants of the service quality. Regular staff development programs, sharing sessions and retreat camp were organised to equip them with updated skills and techniques. In the coming future, the service will continue to strive for excellence and to provide high quality service for the needy in the community.



Our occupational therapist instructed the elders to use the assistive device during the Fall Prevention Group.

## **Community Occupational Therapy (COT)**

The service aims at maximizing disabled persons' functioning so that they can live independently in the community and to improve their quality of life. The scope of service includes:

- a) Assessment and training on activities of daily living;
- b) Consultation on modification of home and work place;
- c) Recommendation and prescription of aids; and
- d) Education for caregivers.

During the reporting period, the majority of the service users were elderly. With the implementation of the government policy of Care in the Community, the number of frail elderly living in the community was growing. Our Community Occupational Therapy Service could assist these elderly to maintain and strengthen their functioning by providing holistic assessment, physical and cognitive training; home environment modification and rehabilitation aids prescription. Most of the service users were referred by integrated home help teams, district elderly care centres, neighborhood elderly centres and medical social service unit of hospitals.

From 2003, in collaboration with two public hospitals, community oxygen therapy service was provided to discharged patients with pulmonary illnesses. This service aimed to provide continuous treatment and care to these service users so as to improve and monitor their compliance to the therapy with the ultimate goal of enabling them to live independently and safely in the community. The majority of the service users were frail elderly. With the development of this specialty, the scope of our service was further expanded.

To solicit feedback and comments from service users, user satisfaction survey was designed and distributed. A self-advocacy scale was conducted for selected users to assess the improvement made with the provision of this service. In addition, a caregiver strain survey was also conducted to assess whether the service can help to relief carers' burden. Both surveys could be considered as an indicator of the effectiveness of the service and the information collected can facilitate further improvement of the service.

## Statistics

<i>Service Provided</i>	<i>No. of clients served</i>	
	<u>02-03</u>	<u>03-04</u>
Provide assessment on activities of daily living.	220	233
Provide training on activities of daily living	220	233
Recommend & provide appropriate daily living aids	175	189

## 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 was 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, 63 volunteers were recruited to visit 66 elderly who were referred by the Wong Tai Sin Home Care Teams of our Association. The elderly referred were largely physically weak, home bounded and with little social support. Volunteers were required to visit and contact the elderly regularly. Besides, 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 carry on the service for the frail elders.

To prepare the volunteers for the service, a series of training on common geriatric illnesses, home safety and communication skills with the elderly were organised for them. Regular meetings were held so as to provide opportunities for the volunteers to share the difficulties encountered during service. Besides, some volunteers also assisted in the outdoor activities organized to the service recipients.

During these two years, 210 elderly referred by our Wong Tai Sin Home Care Teams were visited by our nurse volunteers. 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>02-03</u>	<u>03-04</u>
Home visit paid	129	145
Medical check up provided	112	102
Training provided for volunteers	68	69
Sharing sessions organized for volunteers	50	52
Provide support and guidance to volunteers	30	35

## **The Endeavor**

The Endeavor is the first sheltered workshop operated by the Association, which has commenced operation since March 2002. In pursuit of our mission to provide vocational rehabilitation services to various types of people with disabilities, the Centre continues to provide a simulated work environment for our service users who are physically and/or mentally handicapped and ex-mentally ill. The ultimate goal is to enable them to proceed to supported or open employment.

At its full capacity, the Centre will have to serve no less than 130 disabled persons. As at March 2003, 101 service users were admitted. Nevertheless, by end of March 2004, the Centre had attained full capacity and more than 130 disabled persons were admitted. The workshop is managed by a centre manager, an assistant centre manager, a social worker, a part-time occupational therapist and other operational staff including operation supervisors, administrative assistant, training assistants and program assistant.

It is our belief that sheltered work service is only a transitional stage to assist people with disability to achieve upward mobility. To actualize this belief, The Endeavor continues to maintain a positive and dynamic culture, which enables the service users to envisage that they can have their career path. The Centre offered training and work opportunities, which matched with the demands and requirements of the open market so as to facilitate and prepare the service users for upward mobility.

To keep in pace with the rapid changes of the local economic environment, the Centre adopts a service and commercially oriented mode of operation. The current production lines, covered both in-house and outreaching work, included the provision of services such as banner production, laundry, household cleaning, courier service and outreaching packaging service. In 2002-2003, the total income of the Centre was \$694,595 while for 2003-2004, the total income had increased

by 100% which amounted to \$ 1,400,000. In the coming year, effort will be put to explore more business opportunities so that service users could have chances to learn different types of work skills.

To assist service users to get familiarize with the practice of the commercial world, the Centre operates most of its service in line with these practice. Service users were encouraged to attend evening and weekend shift and to work over time whenever needs arose. For 2002-2003 and 2003-2004, the productivity per man day was \$47 and \$65 (excluding incentive payment) respectively. On top of the daily incentive payment and monthly allowances, year end bonus was also given to service users with outstanding performance as a token of encouragement. In addition to the provision of vocational training, the Centre also provided social skills training and recreational activities for service users. The aim was to facilitate their integration into the community.

The skills and knowledge of staff is a major determinant of the quality of services rendered. To upgrade their skills, staff was arranged to attend various training courses and workshop. In house staff development programs were also arranged. Staff retreat was also organized to build up integrity of the staff force and to enhance team spirit.

With the aim to provide quality vocational rehabilitation services for people with disabilities, The Endeavor will be transformed into an Integrated Vocational Rehabilitation Service Centre (IVRSC) from April 2004. Through the implementation of this new mode of operation, comprehensive and one stop service can be rendered to disabled service users with varying abilities and needs. Nevertheless, regardless of the operation modes, the ultimate goal of enhancing them to proceed to open or supported employment still sustains.

## 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. Due to the increasing service demand, the capacity was expanded to 90 as from March 2004.

During the past two years, job placement was successfully arranged for 279 disabled persons and 61 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 \$3,900. The major clientele served are the ex-mentally ill, physically handicapped and mentally 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 can provide more training and job opportunities for disabled persons. Our Car Beauty Service was further expanded to provide service in Siu Lam Hospital since October 2003. From April 2002 to March 2004, training of car washing was provided for 36 service users. Up to March 2004, 10 service users were providing car beauty service and their training allowance ranged from \$540 to \$2,950.



In order to equip service users with skills that could enhance their competitiveness in the job market, funding support from the Employee Retraining Board was applied to support the organisation of two Pre-job Vocational Training Courses in September 2002 and October 2003 respectively. To enhance the knowledge and skill of service users in operating the computer, with the funding from the Social Welfare Department, 8 computer courses, namely “Introduction to PC, Windows and the Internet”, “Introduction to Chinese input methods”, “Basic word processing - Microsoft Words” and “Basic spreadsheet application - Excel” were organized in February, March, June, August and September 2003 respectively.

Regular promotional exercises were launched through sending and faxing the service pamphlets and promotional materials. A new pamphlet was produced in March 2003. As a result of the promotion, contact was established with some new referring sources. Besides, to facilitate service users, referring workers and other interested parties to have more understanding of the service, the first “Bulletin of the Supported Employment Service” was published in October 2002. The Bulletin will be issued twice a year.

Throughout the two past 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 their companies. However, in order to serve more disabled persons, there is the need to continuously explore new employment opportunities, which can match the abilities and interests of our service users.

## **Jockey Club Desktop Publishing Centre**

The Centre aims to provide training and work opportunities for disabled persons. The principle trade includes 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 provides a simulated work environment for disabled persons so as to prepare them for open employment. Operated on a self finance mode, the Centre has to support its operation expenses via its own means.

Operated on a commercial mode, the Centre has to compete with other counterparts in the market for business. During the past two years, business of the Centre was still able to maintain at a stable level despite the unfavourable economic atmosphere. In 2002-2003, the Centre was able to achieve a \$1.2 million business volume though Hong Kong was still under economic downturn during that time. For 2003-2004, Centre's business experienced a setback at the beginning of the year due to the outbreak of SARS. Fortunately, during the latter part of the year, Hong Kong's economic condition had gradually improved and the Centre also benefited from the reviving economy. Data input orders from the exhibition organisers, which had totally stopped during the SARS period had resumed. A desktop publishing and printing order amounted to \$250,000, was obtained. Business volume for the year was \$1.3 million with a slight growth as compared with the previous year. However, under these adverse situation, extra effort had to be paid to achieve these results.

During the reporting period, the scope of business was extended to the design of web-page, e-card and CD covers as well as duplication of CD. With the accumulation of experience, the size of these orders will increase gradually. 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, 2 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. Service pamphlets were sent to potential customers, which was then follow up via telephone contact. The Centre also collaborated with The Endeavor, the sheltered workshop operated by the Association, in the promotion of their services, which was more cost effective. Moreover, new customers were recruited via 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 Ltd and Dun & Bradstreet (HK) were nominated as Caring Company in the award organised by the Hong Kong Council of Social Service.

In the past two years, work opportunities were provided for 35 and 36 disabled persons respectively 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 \$100 with the highest of over \$330. At the same time, ten new trainees were admitted while eleven trainees left the Centre for open employment, to receive further training or due to health reasons.

Regular training was organised to upgrade and update the skills of the trainees. During the past years, a total of 5 training courses, namely Advanced Course on Dreamweaver, Course on Power Point, short English Course, Course on Acrobat and Course on Flash 4.0 were organised. Some of these courses were organised in collaboration with the Vocational Training Council. Moreover, an intensive training course on PageMaker was organised so that more trainees could take up desktop publishing and graphic design orders. 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>02-03</u>	<u>03-04</u>
Provide work opportunity for disabled persons in data input, desktop publishing, graphic design, web page design, printing and mailing	35	36
Provide training opportunities for disabled persons	33	33



The centre provides training and work opportunities for disabled trainees.

## 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.

In the past two years, there were totally 86 applications. Most of the applicants were physically handicapped and visually impaired persons. The most popular equipment applied to purchase were motor car, electric wheelchair and manual 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 March 2004, there were 62 outstanding borrowers. Advice and support were provided to them whenever needs arose.

Due to the economic downturn, some outstanding borrowers 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>02-03</u>	<u>03-04</u>
Inquiries	82	84
No. of applications handled	47	39
Provision of interest free loan	38	34
Provision of advice on the selection of appropriate devices	38	34
Assessment of the social & financial condition of the applicant	47	39
Provision of advice and support to outstanding borrowers	68	62

## Occupational Therapy / Physiotherapy Services

The service concentrates on the provision of educational talks, seminars and training to different parties such as caregivers, elderly, volunteers and general public. During the reporting period, the most commonly requested topics were all related to elderly such as elderly home safety, elderly exercise, and fall prevention of elderly. Other hot topics include occupational health and safety. Two exercise groups were held for service users of the Wong Tai Sin Home Care Team. Each group consisted of 6 elderly with knee arthritis. Lower limb assessments and exercises were introduced and training was done during the 4 group sessions. The service users enjoyed the group and mutual support was developed amongst them. They were also encouraged to continue lower limb physical training at home. In order to collect service users' comments for service improvement, user satisfaction forms were designed and distributed so as to solicit feedback and comment.

In view of the effectiveness of activity groups in enhancing the functioning of the elderly, other activity groups such as fall prevention group, exercise groups and reality orientation group will be designed and organized. At the same time, new training topics will be developed to cater for the changing needs of the service users.

### Statistics

<i>Service Provided</i>	<i>No. of clients served</i>	
	<u>02-03</u>	<u>03-04</u>
Provide workshops, seminars and training to caregivers, volunteers, elderly and general public	235	250

## **N**EW PROJECT

### **Electric Wheelchair Repair Clinic and Resources 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 rendered. 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 and family service centres. Talks on proper usage of electric wheelchairs and simple maintenance skills were also rendered to potential users.



During the past years, there was significant growth in the number of members. Up till March 2004, a total of 130 electric wheelchair users joined as members. Members can 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 can be kept at their optimal condition at all times.

During the reporting period, 144 home-based maintenance and check-up services and 110 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.



Our engineer was providing home-based maintenance service to our electric wheelchair service user.

Evaluation was conducted through questionnaires, which were sent to members in December 2003 and 34 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 services to them in the coming future.

### **Statistics**

<i>Service Provided</i>	<i>No. of clients served</i>	
	<u>02-03</u>	<u>03-04</u>
Membership	20	130
Provision of home-based maintenance and check-up	12	132
Provision of repair service	20	90
Provision of wheelchair on-loan service	6	19
Provision of assessment and consultation on selection of electric wheelchair	7	7
Telephone enquiries handled	40	50

## **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.

During the reporting period, 72 new volunteers joined our volunteer group. As at March 2004, the Association had a total number of 369 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 carry out the tasks. Visits and demonstrations were also organised so as to enhance their interests and upgrade their skills in serving the needy. Gatherings were also held which provided an opportunity for them to get acquaint with each other.

As a token of appreciation and recognition for their devotion and enthusiasm, 31 volunteers were nominated for Volunteer Award of The Volunteer Movement organised by the Social Welfare Department. Besides, 7 volunteers received the Long Service Volunteer Award and the Outstanding Volunteer Award presented by our Association during these two years. A ball pen was designed and distributed to members and volunteers as a token of appreciation for their continuous support to our Association.

**Statistics**

<i>Service Provided</i>	<i>No. of clients served</i>	
	<u>02-03</u>	<u>03-04</u>
Visits & activities organised	32	32
Recruitment of volunteers	36	36
Orientation organized for new volunteers	36	36
Organised Outstanding Volunteer Award	17	21



Our Chairman presented the volunteer award to one volunteer during the annual general meeting.

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# 主席報告

我們的名譽顧問方心淑博士於二零零四年初離世，雖然已過了一段時間，但我們的失落及哀痛依然。本會於二十多年前創立時，有幸得到她無間的支持及指導，而她對殘疾人士的愛護及無私的奉獻，亦感染了不少人追隨，本會能發展至今，方博士確實功不可沒，我們將會永遠懷念她。

在過去兩年，基於內部對服務不斷改善的訴求，再加上撥款機構的政策改變，本會的服務亦經歷了很大的轉變。例如家居照顧服務及庇護工場服務都進行了服務重整，分別轉型為綜合家居照顧服務及綜合職業復康服務中心。透過服務重整，我們為長者、殘疾人士及有需要的家庭提供的照顧及支援將會更全面，其中包括一站式的職業復康訓練及輔助就業服務。

在千禧年伊始，本會獲香港賽馬會千禧慈善捐款的資助，發展了一系列用以訓練長者的復康軟件，我們以使用者的意見為依歸，把軟件加以改善，並於二零零三年推出了升級版，使用者對改升級的反應正面，使我們得到很大的鼓舞。

為進一步探討資訊科技在殘疾人士的訓練及復康方面的潛力，我們構思了不少新的意念，包括作為復康工作人員資源中心的復康軟件圖書館及透過互聯網為殘疾人士提供服務的復康訓練互動網站。我們亦與其他機構合作，替長者及安老服務員工舉辦電腦訓練課程，與此同時，我們又與香港理工大學合作，檢討電腦訓練對長者復康的成效。

在過去兩年，雖然本地的就業情況還未好轉，但輔助就業服務的表現仍能保持一貫水準，共為二百八十位殘疾人士提供就業機會。由於對服務的需求日增，輔助就業的服務名額亦由開展時的十位增加至現時的九十位。展毅中心於二零零二年開辦，現已收納了超過一百三十位學員。

當我們致力提升現有服務的同時，在二零零三年三月爆發的嚴重急性呼吸系統綜合症所帶來的傷亡及沖擊，亦使我們驚覺到雖然科技日新月異，但人類仍然有無助及脆弱的一刻。有幸藉著我們的守護天使的無私奉獻，我們得以渡過難關，我們謹向那些曾奮力對抗這場疫症的人士，尤其是醫護人員，致以最崇高的敬意，你們的勇氣及專業精神，不但為世人樹立典範，也喚醒我們對社會的責任，好讓大家銘記於心。

## 贊 助人

蔣 震博士

## 名 譽顧問

周永新教授

周一嶽醫生

方心淑博士

方心讓爵士

馮馱雲教授

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

胡定旭先生

安永會計師事務所

## 執行委員會 (二零零二年至二零零四年)

主 席	陳 帆先生
副主席	陳玉強先生
財務秘書	羅哲偉先生
委 員	陳福強先生
	陳學深醫生
	陳錦華先生
	鄭淑娟女士
	張健民先生

# 職員名單 (二零零二年至二零零四年)

總幹事	陸艷玲女士
執行幹事	區美智女士
職業治療師	蘇沁潔女士
	鄭祖榮先生
	馬麗歡女士
	文佩珊女士
	劉家樑先生
社區復康治療師 (職業治療)	周家敏女士
	羅慧敏女士
行政助理	曾紫鸞女士
網絡工程師	黃德成先生
工程師	梁志遠先生
電子技術員	曾鐵雄先生
機械員	梁康明先生 (至31.3.04)
木工	崔練標先生

## 輔助就業服務

輔助就業主任	林雪芬女士
助理輔助就業主任	歐陽漢雯女士
	陳俊熙先生
	鄭志強先生 (至12.02)
	何凱怡女士
	劉桂芳女士
	陳建權先生 (由9.12.02)

活動助理  
周惠華女士 (至15.3.04)  
梁玉嬋女士 (至28.3.04)  
史倩婷女士  
黃永華先生

**賽馬會桌面排版中心**

經理 張麗英女士  
製作主任 吳雄雄先生  
文員 陳穎妍女士

**展毅中心**

經理 張家樂先生 (至17.2.04)  
盧翠芳女士  
助理經理 羅慶偉先生 (至12.5.03)  
盧佩儀女士  
營運主任 黎慕琴女士  
黃偉雄先生  
蕭愛梅女士  
訓練助理 陳有成先生  
張中奇先生  
卓惠敏女士  
簡森遜先生  
鄒碧英女士  
郭珮雯女士

訓練助理	梁家欣女士 吳世芬女士 曾麗娟女士 黃敏玲女士 楊敏儀女士
活動助理	岑小玲女士

#### **家居照顧服務 / 綜合家居照顧服務**

隊長	吳秀珍女士 鄧允慈女士 (至 31.3.03) 丘國權先生 (至 31.3.03)
活動助理	高鳳瓊女士
文員	陳愛玉女士 (至 12.02) 劉桂芳女士 何玉芬女士 (至 31.3.03)
護士	沈霞寶女士 (至 31.11.03) 譚卓慧女士 (由 1.12.03)
健康助理	張漢強先生 張錦芬女士 (至 31.3.03) 張德云女士 (至 31.3.03) 黎巧心女士 (至 31.3.03) 李國賢先生

健康助理

連惠珍女士

曾展明先生 (至 31.3.03)

彭錦明先生 (至 31.3.03)

吳 轉女士 (至 31.3.03)

岑家起先生

阮少瓊女士 (至 31.3.03)

家務助理

曹燕芳女士 (至 31.3.03)

范秀蓮女士

關淑仙女士

# 服

## 務報告

### 弱能人士輔助儀器製作服務

是項服務旨在透過為殘疾人士設計、製作、改裝及維修輔助儀器，以協助他們過獨立生活，這些儀器包括日常生活輔助儀器、特別椅、復康儀器及訓練輔助器材等。此外，亦會提供輔助儀器例如電動及手動輪椅、電子語言輔助器等的維修服務。同時更會為有特別需要的殘疾人士就有關儀器的設計、實用性及治療效用等各方面提供專業意見。



本會會定期舉辦研討會，以介紹本會所製作之各類復康輔助器材。相片中各參加者正聆聽本會同事示範及使用各類輔助器材。

在過去兩年，我們設計及製造了多項新的產品，這些產品大部份由本會根據服務使用者的需要而設計。這些新產品包括日常生活輔助儀器，例如廁所水箱手柄改裝、煤氣熱水爐開關改裝手柄、花灑水喉分道器輔助手柄及無線閃燈門鈴等，這類儀器可協助殘疾人士解決他們在日常生活所遇到的問題，令他們能獨立生活。為改善殘疾人士的坐姿及安全性，我們設計了輪椅安全帶及輪椅坐面強化帶。此外，我們亦設計了多款復康及訓練儀器，包括腿架、多功能上肢訓練器、弱視學生專用學習檯、特別掣插頭、指力訓練象棋、肩關節外展訓練梯級、肩關節訓練半弧、肩關節屈曲訓練梯、肩關節練力斜板、記憶板及手指分隔器等，這些儀器可協助殘疾人士及長者增強其身體功能。除了上述新產品外，我們亦改良了一個舊產品，我們替感覺回饋器加上計算器，以便能同時計算輸入及反饋的次數。透過改良舊的產品，可使這些儀器更能切合服務使用者的需要。

有鑑於長者對輔助儀器的需求日增，我們特別將由本會設計可供長者使用的儀器輯錄成一本產品目錄，以供安老服務同工參考。截至目前為止，已分發了超過五百本目錄。此外，我們亦於二零零二年十一月及十二月舉辦了兩次展覽會，向安老服務同工介紹適合長者使用的儀器及產品，兩次展覽共有超過二百位同工參加，透過這項活動能增加他們對輔助儀器的認識。同時，我們亦繼續透過本會網頁及季刊向有關機構及服務使用者發放新產品的資料。

為了提供更好的售後服務，我們除製作使用手冊外，更會列明每件儀器的附帶配件的數量及名稱，協助使用者適當的使用儀器，以達致最佳效果。我們亦繼續使用「服務使用者意見調查」，收集他們對產品及服務的意見，為了收集更多的意見，我們會以電話聯絡一些使用新產品的服務使用者，聽取他們的建議，以作出適當的改善。

## 統計數字

所提供服務	接受服務人數	
	<u>02-03</u>	<u>03-04</u>
設計及製作輔助儀器	16,600	17,300
維修輔助儀器	6,604	6,820
為殘疾人士及長者提供臨床評估	20,943	21,780
為殘疾人士及長者提供使用儀器的 跟進及諮詢服務	17,573	18,090
為安老及復康服務工作者提供 輔助儀器的資料	658	683
安排示範及講座	223	234



## 弱能人士電腦輔助儀器製作服務

這項服務旨在為殘疾人士設計、製作、改裝及發展電腦輔助儀器，以提高他們的獨立生活能力。

在過去兩年，本服務繼續為殘疾人士製造一些協助他們使用電腦的器材，包括鍵盤功能模擬器、鍵盤介面器、鍵盤罩及掃描鍵盤等。這些設備可協助殘疾人士不受限制地使用電腦。由於復康界在日常訓練中已廣泛地使用電腦，因此，對各種電腦輔助儀器的需求也日益增加。

除了製造常規產品外，我們亦著力開發新產品。其中智能家居控制器能協助殘疾人士獨立地控制家居電器如電燈、風扇、冷氣、音響器材等。為了進一步了解智能家居的運作，我們參觀了理工大學電子計算學系所製作的智能家居系統，雖然此系統是為普通人士而設計，但透過了解此系統的設計原理及操作模式，有助我們為殘疾人士構思及製作一個新的智能家居控制器。

此外，我們亦改良了兩類電腦輸入裝置。其中為配合使用者需要而改良的兩種不同大小的跳舞氈已製作完成。此外，新改良有助長者及殘疾人士作鍵盤輸入的放大鍵盤，其試用版已設計完成，我們會再作測試，以了解其耐用程度及可靠性。

為了提高產品的設計及質素，我們聯絡了職業訓練局塑膠模具科技發展中心，為我們的產品提供技術支援。其中新製作的手掌圖案開關掣，由於色彩鮮豔，設計新穎，很受到使用者的歡迎。此外，一個薄片式開關掣，亦已在設計及試驗階段，待完成測試後，會再交予塑膠模具科技發展中心協助製作。

本會被邀請參加了由政府資訊科技署假香港會議展覽中心舉辦之「共融網頁、人人喜閱」研討會，並設立了一個攤位即場介紹及示範本會的各類電腦輔助器材及復康訓練軟件，當日參觀者對本會所示範之器材很感興趣，即時試用各類器材及軟件，並發問了很多有關應用上之問題。透過參予此類活動，能增加公眾對本會製作之各類電腦復康器材的認識。

此外，本會亦成立了一個產品製作小組，成員包括有職業治療師、工程師、技術員等，透過定期聚會，除了討論發展新產品外，亦會討論改良現有產品，以不斷提升產品的質素。

在宣傳工作方面，所有本會製作的復康輔助器材已放置在本會網頁內，以方便使用者查閱；而新產品亦會在本會之定期通訊中介紹。此外，長者復康輔助用具及儀器目錄亦於二零零二年十月完成，並派發予有關之長者機構，希望藉此推動長者機構多應用資訊科技於日常的訓練及復康工作中。

為了協助使用者安裝一些比較複雜的電腦輔助器材，本會製作了使用者安裝指引光碟，並附於有關之器材中，以協助使用者安裝及使用該器材。此外，本會亦會探討是否需製作產品操作指引，以方便使用者應用各類產品。

為了提昇產品的質素，我們亦同時隨儀器附上使用者意見調查表，以收集使用者對產品的設計、耐用性、可靠性及功能方面的意見，作為改良產品及提升服務質素的參考。

## 統計數字

所提供服務	接受服務人數	
	02-03	03-04
設計、製造及安裝電腦硬件	1,700	1,734
設計及製造電腦軟件	690	710
為殘疾人士提供電腦諮詢服務	630	635
為殘疾人士提供電腦維修服務	24	24
示範電腦硬件及軟件的使用	235	242
向服務使用者分發有關復康硬件及軟件資料	700	720

## 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一個有用的資源。圖書館收集了一系列有關復康的軟件及相關資料，協助他們為服務使用者設計適合的訓練課程。目前，圖書館共收集了二百三十一套軟件，當中包括由本會義工設計的復康軟件及由不同渠道收集的軟件。截至二零零四年三月，圖書館共有一百二十位個人及機構會員。

在賽馬會千禧慈善捐款的贊助，在二零零二至二零零三年，圖書館首度製作了一系列用於訓練長者的軟件，此系統共有四十二個訓練單元，分別收納於四張光碟內。訓練單元可用於訓練長者的記憶、感知功能、手眼協調及社區導向，這些軟件能夠提供一個有趣及生動的訓練環境，令學習更有成效。

協會特別舉辦了兩次研討會去推廣及介紹這套軟件，有超過二百人參加，包括社工、職業治療師、物理治療師、老人科醫生及護士等。協會亦分發了超過五百套的訓練軟件予一百五十間機構／中心及醫院等。有鑑於反應熱烈，協會將會繼續製作新的訓練軟件以滿足需求。

為了推廣及增強安老服務機構對使用多媒體軟件於訓練上的成效，協會於二零零四年三月開始舉辦訓練課程，協會的職業治療師為安老服務單位如長者鄰舍中心、老人中心及地區長者社區中心的服務使用者開辦電腦訓練課程，各機構對課程的反應熱烈，現已接獲超過二十個服務單位的申請。

此外，協會亦與香港理工大學合作進行一個評估本地長者以互動媒體作基礎的手眼協調訓練課程的成效研究，並於所開辦的課程中收集數據，這個研究並會探討使用這套軟件作為標準評估工具的可行性。研究的結果將會在二零零四年八月於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	
	02-03	03-04
會員人數	120	122
舉辦示範及訓練課程	150	155
軟件外借及出售	4,400	4,532
分發有關軟件及硬件資料	680	700



「長者復康電腦軟件系列升級版」增強及簡化評估程序及強化各項評分的敏感度，使軟件能更有效評估長者的復康和訓練進度。

## 復康訓練互動網站

鑑於應用科技於訓練弱智人士日趨普及，但適合本地使用的相關訓練教材及資料卻十分匱乏，承蒙賽馬會慈善信託基金及獎卷基金的資助，協會於二零零一年六月開展了「復康訓練互動網站」，旨在發展一系列的網上訓練教材，供訓練弱智人士使用。網站共有兩個主要部份——訓練教材及圖像庫，這兩部份的內容各劃分為六個大類，包括自理及家居技能、社區生活技能、工作技能、溝通技能、認知能力／肌能訓練及性教育／健康資訊。截至二零零四年三月網站共製作了一百六十個訓練教材，並放置於網上供會員使用，這些教材可為受訓者提供一個生動及具啟發性的環境，並可增強學習成效。與此同時，圖像庫收集了超過一千五百幅與日常生活有關的圖片，復康工作者可使用這些圖片去為他們的服務使用者製作簡單的訓練教材。

網站附設一個網上交流園地，供復康工作者交換心得及資訊。同時網站又增設復康資訊圖書館，圖書館收集了本地及海外有關訓練與教育弱智人士的資料及本地弱智人士服務機構和自助組織的網址，供復康工作者參考及使用。

從事弱智人士服務的工作者及家長可以個人或機構名義加入成為網站會員，截至二零零四年三月共有四百三十間機構、家長及個人登記成為會員，其中二百二十為機構會員，餘下者為個人會員。在過去兩年網站的總瀏覽人次為四萬八千五百二十，受惠人數超過八千四百人。

網站曾進行服務檢討，服務檢討表會寄予一些隨機挑選的會員，收集他們的意見。此外，亦透過網上分發服務評估表，鼓勵所有會員就訓練教材的設計、內容等給予意見，是次檢討共收回超過八十份評估表，絕大部份的評價均是正面及滿意。

為了與會員保持溝通，網站有定期舉行分享會，給予會員一個提出意見及建議的平台。網站的管理委員會由職業治療師、電腦工程師、及管理方面的專業人士組成，主要職責是監察服務的進展，提供專業意見及技術支援，同時亦會為訓練教材的內容及設計提供意見。

## 統計數字

所提供服務	接受服務人數	
	<u>02-03</u>	<u>03-04</u>
會員人數	461	430
設計及製作訓練教材	8,010	8,400
向使用者示範網站的運作	235	246
為使用者提供技術支援	120	140

## 綜合家居照顧服務

在過去兩年，家居照顧服務經歷了很重大的轉變，二零零二至二零零三年為家居照顧服務合約期的最後一年，服務繼續為長者、殘疾人士及有需要的家庭提供家居照顧，使他們能夠維持家居的正常功能，並繼續在他們熟悉的環境中生活。

是項服務的服務範圍是黃大仙區。截至二零零三年三月，服務使用者已超過四百位，而大部份均為體弱長者。所有服務使用者均需接受評估，然後根據評估所得的資料，為他們訂立個人照顧計劃及照顧項目，並提供適切的服務，包括個人照顧、護理服務、膳食服務、陪診及家居清潔等。家居照顧隊會期檢討每位服務使用者的照顧計劃，以確保所提供的服務能配合他們的轉變及需要。此外，亦有安排護士義工探訪，替服務使用者提供醫療、藥物及營養方面的諮詢，在二零零二至二零零三年度，護士義工共探訪了一百一十二位服務使用者。家居照顧隊繼續為有需要的服務使用者提供社康職業治療服務，以改善他們的功能及家居安全，在二零零二至二零零三年度，共有一百三十八位服務使用者接受過是項服務。

除了為服務使用者提供醫療服務外，家居照顧隊更為他們安排社交康樂活動如生日會，旅行等，以豐富他們的社交生活。此外，也為一些缺乏支援網絡的長者安排義工探訪，使他們能得到情緒上的支持。

家居照顧服務的服務合約於二零零三年三月完結，社會福利署遂於二零零三年四月起將服務轉營為「綜合家居照顧服務」，此項新服務能為長者提供一系列所需的家居服務包括膳食、家居清潔、個人照顧及護理服務，殘疾人士及有需要的家庭及個人均可使用此項新服務。服務的目標是協助使用者達至最理想的功能。



綜合家居照顧服務對象包括體弱及普通個案，體弱個案需經安老服務統一評估機制評定為中度至嚴重受損，而普通個案則是沒有或只有輕度受損。截至二零零四年四月，服務使用者共有九十七位，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，並為他們提供相關的服務，同時亦會定期檢討照顧計劃，以配合他們的情況及需要。為對體弱個案在護理方面的需要，照顧隊聘請了一位護士，加強了護理服務，同時亦繼續安排護士義工為普通個案提供醫療諮詢。此外，亦為服務使用者提供社康職業治療服務，以提高他們的機能。為預防及減低長者跌倒的機會，服務隊為有跌倒危機長者舉辦了一個「預防跌倒小組」，以增強他們對這方面的認識。為了增加服務使用者及照顧者對我們服務的認識，本服務於二零零二年出版了第一期的服務通訊，通訊會每半年出版一次。

為了令服務使用者能有充實的社交生活，服務隊有定期舉辦不同類型的社交康樂活動及義工探訪。有鑑於照顧者的重要性，服務隊遂舉辦照顧者小組，為他們提供支援，協助他們繼續擔當照顧者的重責。

為提升服務的質素，服務隊會定期進行服務檢討，包括電話訪問及內部審查，總結過去一年，服務使用者均對服務表示滿意。職員的工作技巧及態度，對服務質素有決定性的影響，為增強同工的專業知識，服務隊有定期舉辦培訓課程、分享會及退修營，裝備他們為服務使用者提供高質素的服務。

## 社康職業治療

本服務旨在提高殘疾人士的功能及獨立生活能力，使他們能繼續留在他們熟悉的環境中生活，並融入社會。服務的內容如下：

- (一) 家居活動評估及訓練
- (二) 就家居或工作環境改裝提供建議
- (三) 推介及提供合適的輔助儀器
- (四) 為照顧者提供專業意見及諮詢服務

在過去兩年，大部份的服務使用者均為長者。近年由於政府推行社區照顧政策，故留在社區生活的弱老人數不斷增加，社康職業治療服務能透過全面的評估及體能與認知訓練，協助長者維持及增強其功能，同時亦會為服務使用者提供家居改裝的建議及提供適合的輔助儀器。是項服務的使用者多由家居照顧服務、鄰舍長者中心、地區長者中心及醫務社工轉介。

由二零零三年起，本會與兩所公立醫院合作，為一些患有氣管病的出院病人提供氧氣治療服務，使他們在重返社區後，繼續接受治療。透過這個計劃，治療師會監察服務使用者對治療服從性及進展，最終的目標是協助服務使用者繼續安全地在社區中生活，而大部份的服務使用者均為長者。這個新計劃令本服務的範圍擴大，發展為一個專項服務。

為了評估及改善服務質素，我們設計了服務使用者意見調查，並分發予所有服務使用者，收集他們對服務的意見。此外亦設計了一個自助能力量度表用以評估服務使用者在接受服務後的進展。為了評估服務有否減低照顧者的壓力，我們更為照顧者進行壓力評估。這些調查可用作反映服務的效益及有助改善服務質素。

## 統計數字

所提供服務	接受服務人數	
	<u>02-03</u>	<u>03-04</u>
提供日常生活活動評估	220	233
提供日常生活活動訓練	220	233
推介及提供合適的日常輔助儀器	175	189

## 關懷獨居老人計劃

隨著香港人口老化及政府推行社區照顧的政策，社會上對於獨居長者的健康及家居安全的關注日益增加。有鑑於此，本會遂開展了「關懷獨居老人計劃」。

本服務旨在為獨居或缺乏家人關懷的長者提供社交及心理上的支援，透過義工的定期探訪，為他們提供情緒及心理上的支持，減輕他們的孤獨感及擴闊他們的社交網絡。有鑑於不斷增加的老人自殺個案，此服務能為一些有危機的長者供支援和關注。此外，義工亦會在探訪間留意長者的健康情況及家居安全，如有需要，更會將長者轉介予本會的護士義工，為他們提供健康諮詢及藥物方面的指導，透過此項覆務，便能儘早察覺長者潛在的健康問題及家居危機，以便能協助他們獲得適當的服務。

在過去兩年，服務共招募了六十三位義工，探訪了六十六位由本會黃大仙家居照顧服務所轉介的長者，義工們需要定期聯絡及探訪長者。為了使服務得以順利推行，義工們需參與一連串的訓練課程，內容包括常見的老人疾病、家居安全及與長者溝通技巧等。義工會定期聚會，分享探訪的經驗及遇到的困難。此外，他們亦會協助推行為長者安排的戶外活動。

在過去兩年，護士義工共探訪了二百一十位由本會家居照顧服務轉介的長者，透過探訪，護士義工可為長者提供藥物、個人衛生、常見疾病及飲食營養等的專業意見，有助他們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	
	<u>02-03</u>	<u>03-04</u>
家訪	129	220
提供健康檢查	112	98
舉辦義工訓練	68	69
舉辦義工分享會	50	52
為義工提供支援及指導	30	35



參加「關懷獨居老人服務計劃」之義工正學習如何使用血壓計，以方便在家訪中為長者作簡單的身體檢查。

## 展毅中心

本會的首間庇護工場——展毅中心已於二零零二年三月正式投入服務，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。服務對象包括肢體傷殘人士、智障人士及精神病康復者。服務的目標是協助他們投入輔助就業或公開就業的行列。

中心可為一百三十位殘疾人士提供服務，截至二零零三年三月，中心共收納了一百零一位服務使用者，但到了二零零四年三月，中心共收納了過一百三十位服務使用者。中心的日常運作主要是由中心經理、副經理、社工、營運主任、訓練助理、行政助理及職業治療師等負責。

中心的信念是庇護工場服務實際只是殘疾人士職業復康的一個過渡性的服務，目的在協助他們過渡至輔助就業或公開就業。為了貫徹這個信念，中心一向均營造一個正面及富動力的文化，令服務用者為自己的事業建立期望。中心提供一些與公開就業市場配合的訓練及工作機會，為服務使用者投入就業市場作好準備。

為配合本地的經濟環境，中心採用了以服務業為主及商業運作為本的營運模式，不論室內或外展訂單均會接受，現時的生產線以服務業為主，包括洗衣、家居清潔、速遞、橫額製作、包裝及外展包裝等。在二零零二至二零零三年度，中心的總收入為港幣六十九餘萬元，但在二零零三至二零零四年度，中心的總收入比上一年增長了百份之一百，達到港幣一百四十餘萬元。中心在來年會更努力尋找不同的商機，使服務使用者能有機會學習更多的工作技能。

為協助服務使用者熟習商業社會的運作，中心亦以類似的型式運作，鼓勵服務使用者有需要時加班或輪班工作，在二零零二至二零零三年度及二零零三至二零零四年度，中心的服務使用者每日的平均生產量分別為港幣四十七元及港幣六十五元（不包括獎勵金）。中心亦會發放年終獎金，鼓勵個別表現出色的服務使用者。除了提供技能及工作訓練外，中心也有安排社交技巧訓練及康樂活動，藉以協助服務使用者融入社區。

員工的培訓對服務質素有重要的影響，為了提高員工的技能，中心會安排他們參加各類訓練，此外，中心亦有舉辦職員退修會，以建立同工的團隊精神。

為了提供全面性及一站式的職業復康服務，中心將於二零零四年四月起轉營為綜合職業復康服務中心，透過提供一站式的服務，中心可為不同能力與需要的殘疾人士提供適合他們的服務。不過無論中心以何種型式運作，其最終的目標仍是協助殘疾人士投入公開就業市場。



在假期中，工友們也踴躍參予本中心定期安排的各項戶外康樂活動。

## 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，旨在協助殘疾人公開就業，使他們能融入社會。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。

在過去一年，本服務成功協助了二百七十九位殘疾人士公開就業，其中六十一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三千九百元。主要服務對象為精神病康復者、肢體傷殘人士及弱智人士。

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展開了汽車清潔及美容服務，除了滿足車主的需求外，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，服務開展至今已二年多。本會不斷拓展汽車清潔及美容服務，並於二零零三年十月開始在屯門小欖醫院提供有關服務。在二零零二至二零零四年度，共有三十六位學員曾接受有關汽車清潔的訓練；直至二零零四年三月，共有十位學員負責提供有關服務，他們每月的洗車津貼介乎港幣五百四十元至港幣二千九百五十元正。



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，於二零零二年九月及二零零三年十月，分別開辦了兩次職前培訓課程。另外，鑑於電腦操作日益普遍，為了提高服務使用者在電腦操作方面的知識及技巧，本會於二零零三年二月、三月、六月、八月及九月，在社會福利署的資助下，總共舉行了八個電腦課程，分別為【認識電腦設備、瀏覽器及電子郵件之基本應用】、【倉頡輸入法入門】、【文書處理 Microsoft Word 入門】及【微軟 Excel 試算表使用入門】，為服務使用者打下了電腦操作的基礎。

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，以便建立及保持聯繫。另外，為了讓服務使用者、轉介機構及各關注本服務人士能對本服務有更加多的了解，本服務於二零零二年十月出版了第一次的服務通訊，通訊會每半年出版一次。

經過數年的運作，協會已經與一些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，因此，他們會給予服務使用者優先面試的機會。雖然如此，各同事仍會繼續努力，透過報紙、互聯網或上門拜訪的形式，發掘新的就業機會，務求擴大僱主網絡，為殘疾人士提供更多元化的就業機會。

## 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，由於中心的營運需自負盈虧，故需自行籌措日常的運作開支。

中心以商業形式運作，需與業內同行競爭，爭取訂單。在過去兩年，雖然面對惡劣的經濟環境，但中心仍能維持一個穩定的營業額，在二零零二至二零零三年度，中心的營業額為港幣一百二十萬元，在二零零三至二零零四年度初，受非典型肺炎的響，中心的生意額一度下跌，尤幸在年中開始，香港的經濟漸漸復甦，中心亦受惠於此，因沒有展覽會舉辦而停頓的資料輸入訂單恢復正常，此外，中心又接獲一張價值港幣二十五萬元的排版 / 設計及印刷訂單，足以彌補之前的虧損，二零零三至二零零四年度的營業額為港幣一百三十萬元，較去年略有增長，但在這困難時期，中心需付出更大的努力，方可取得這個成果。

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，相信此種產品的訂單會繼有增長。但中心亦會同時不斷嘗試尋找更多資料輸入的工作，因為這類工作有較多殘疾人士能夠應付，在這段時間，中心成功爭取了兩張資料輸入的定期訂單，為學員提供了一些穩定的工作機會。

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，隨後以電話跟進，中心亦與本會的庇護工場合作，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及鄧白氏(香港)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，中心分別為三十五及三十六位殘疾人士提供工作機會，他們包括肢體傷殘人士、精神病患康復者及長期病患者。學員每月可獲得以件工計算的津貼，在這段時間，學員平均每日的津貼約為一百元而最高的達到三百三十元。中心於二零零二至二零零四年共收納了十位新學員，同時亦有十一位學員因健康問題、公開就業或進修而離開中心。

為了增強學員的工作技巧，中心有定期舉辦各種訓練課程，在過去兩年，中心共舉辦了五個課程，包括認識及操作各類電腦軟件及英文課程等，有些課程是與職業訓練局合辦。此外，為了令更多學員能夠應付桌面排版及設計的工作，中心舉辦了一個【PageMaker】的課程，導師除教授該軟件的使用外，亦會跟進個案學員在實際工作上的情況，給予指導。中心需定時為學員提供訓練課程，方能配合市場的需要，使中心能繼續生存及不斷成長。

## 統計數字

所提供服務	接受服務人數	
	<u>02-03</u>	<u>03-04</u>
為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	35	36
為殘疾人士提出有關訓練機會	33	33



學員完成培訓後，製作出各類的製成品。

## 展能基金

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

基金的最高貸款額為港幣五萬元，申請人需以每月分期方式攤還，最長還款期為四十八個月。每項申請均需具擔保人，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，並由協會執行委員會加簽。

在過去兩年，基金共接獲八十六宗申請，大部份的申請者為肢體傷殘人士及視障人士。最普遍申請的儀器是汽車、電動輪椅及手動輪椅。在這些申請當中，以申請港幣一萬元以下及港幣四萬至五萬元之間佔大多數。截至二零零四年三月，共有六十二位殘疾人士仍在清還貸款，如他們有需要，協會仍會繼續為他們提供意見及協助。

由於近年經濟下滑，有個別接受貸款者表示有困難如期還款，為了協助他們解決財困，基金會考慮將他們的還款期延長，並會密切跟進他們的情況，以便當他們的財政情況改善後，即可回復到當初承諾的還款期限。由於還款者都十分合作及有責任感，基金的運作暢順，並沒有出現壞賬。

基金有透過報章及寄發宣傳單張予復康機構、特殊學校、殘疾人士自助組織和家庭服務中心去推廣此服務，但大部份的申請者均是透過曾經使用此服務的人士得知有關基金的資料。

為了令服務能更臻完善，基金會向成功的申請者派發問卷，以收集他們對申請手續及所購置儀器的實用性等的意見。大部份的申請者對服務均表滿意，並指出所購置儀器對提升他們的獨立生活能力及生活質素，有很大的幫助。

## 統計數字

所提供服務	接受服務人數	
	02-03	03-04
查詢服務	82	84
申請個案	47	39
提供免息貸款	38	34
為選擇合適儀器提供意見	38	34
評估申請人的社會及經濟情況	47	39
為接受貸款人士提供意見及支援	68	62

## 職業治療 / 物理治療服務

這項服務致力為照顧者、長者義工及市民提供教育講座、工作坊及訓練課程。在過去兩年，最受服務使用者歡迎的題材都是與長者有關，例如家居安全、長者運動及防止跌倒等，而針對照顧者的職業健康訓練亦很受歡迎。這段期間，我們為黃大仙家居照顧服務舉辦了兩個運動小組，小組的參加者均為患有膝關節炎的長者，在四節的訓練中，我們會評估參加者的下肢活動能力，並為他們提供適合的運動及訓練，透過小組的活動，參加者可以建立互相支援的網絡，我們亦會鼓勵參加者在小組完結後，繼續進行自我訓練。為了改善服務的質素，我們透過分發服務使用者意見調查去收集他們對服務的意見。

有鑑於運動小組能有效改善長者的活動能力，我們會繼續設計及舉辦更多不同類型的小組例如防止跌倒小組、運動小組及現實導向小組等，以切合長者的需要。同時亦會繼續發展其他新的訓練課程，以滿足不同服務使用者的需要。

### 統計數字

所提供服務	接受服務人數	
	<u>02-03</u>	<u>03-04</u>
為照顧者、義工、長者及社會人士 舉辦工作坊及講座	235	250

# 新計劃

## 電動輪椅一站通

對一些肢體傷殘人士而言，電動輪椅實為一種不能或缺的用具。電動輪椅能幫助擴闊他們的活動範圍及提升他們的獨立能力，從而使他們能融入社會。隨著電動輪椅的普及使用，亦帶出了維修及保養的問題。在余兆麒醫療基金的贊助下，協會於二零零二年十一月開展了「電動輪椅一站通」這個新服務。服務旨在為電動輪椅使用者提供一站式及全面的服務。

「電動輪椅一站通」的服務範圍包括到戶保養、定期檢查及維修服務。此後，亦附設電動輪椅租借服務，令使用者能在輪椅維修期間，仍可有輪椅使用，使他們能繼續其日常生活。本服務的職業治療師可為使用者提供專業意見及諮詢，協助他們選擇適合的電動輪椅，並可提供適當使用輪椅的訓練，令使用者能掌握適當使用輪椅的知識及技巧，以便提高輪椅的耐用性及確保使用者的安全。

為了推廣這個新服務，協會曾將有關服務的單張寄發到所有復康機構、特殊學校、殘疾人士自助組織、醫院及家庭服務中心，並曾為使用者舉辦有關適當使用輪椅的講座。

在過去一段時間，加入為本服務的會員不斷增加，截至二零零四年三月共有一百三十位電動輪椅使用者成為會員。會員在使用定期檢查、保養、維修及輪椅租借服務時，會享有折扣優惠，透過這些服務，會員的輪椅便可時常保持在最佳狀態。



自服務開展至二零零四年三月，服務共為會員提供了一百四十四次到戶保養及檢查，及一百一十次的維修服務。為了提高服務的質素，工作人員亦曾向本會的專業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，使服務更臻完善。

## 統計數字

所提供服務	接受服務人數	
	<u>02-03</u>	<u>03-04</u>
會員人數	20	130
為會員提供到戶的檢查及維修服務	12	132
為會員提供維修服務	20	90
為會員提供電動輪椅租借服務	6	19
為殘疾人士提供有關選擇電動輪椅的 評估及諮詢	7	7
電話查詢服務	40	50



## 會員及義工

本會的工作得以順利推行，實有賴各義工的積極參與，為了令運作保持暢順，協會需在招募、訓練、鼓動及維繫義工方面投放資源。在過去兩年，本會就著服務的發展及需要去招募適合的義工，務使參與的義工能儘快投入服務。

在二零零二至二零零四年間，共有七十二位人士加入本會的義工行列，截至二零零四年三月，協會共有三百六十九位會員及義工。為使新加入的義工對本會的服務有更深入的了解，協會會為他們舉辦迎新導向，同時亦會為他們舉辦相關的訓練課程，以便他們能有足夠的技巧去推行服務。為了增加他們的興趣及對服務的認識，協會亦會安排探訪及示範。此外，協會也有舉行一些聚會，讓各義工能有一個互相認識的機會。

為了表揚義工的服務精神，協會於本年度共推薦了三十一位義工參加由社會福利署所舉辦的義工運動，他們均獲頒發義工服務嘉許狀。在過去兩年協會共頒發了義工長期服務獎及卓越義工獎予七位義工。為表達對義工的感謝，協會製作了一款原子筆贈予所有會員及義工，並希望他們繼續協助及支持協會的服務。

## 統計數字

所提供服務	接受服務人數	
	<u>02-03</u>	<u>03-04</u>
舉辦探訪活動	32	32
招募新義工	36	36
舉辦新義工迎新介紹	36	36
舉辦傑出義工選舉	17	21

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

REPORT OF THE EXECUTIVE COMMITTEE

The directors of the Executive Committee present their report and the audited financial statements of the Association for the year ended 31 March 2004.

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 organisations.

Financial results

The results for the year ended 31 March 2004 and the state of affairs of the Association at that date are set out in the financial statements on pages 3 to 14.

Reserves

Details of movements in the reserve accounts of the Association during the year are set out in notes 6 to 17 to the financial statements.

Directors

The directors of the Association during the year were:

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

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.

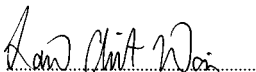
Directors' interests

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.

Honorary auditors

Ernst & Young retire and a resolution for their reappointment as auditors of the Association will be proposed at the forthcoming annual general meeting.

ON BEHALF OF THE EXECUTIVE COMMITTEE

  
.....  
Director

Hong Kong  
13 August 2004



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## 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 3 to 14 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.

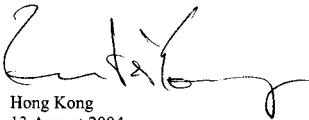
### Basis of opinion

We conducted our audit in accordance with Statements of Auditing Standards issued by the Hong Kong Society of Accountants. An audit includes an 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 judgements 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 2004 and of its results for the year then ended.



Hong Kong  
13 August 2004

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

STATEMENT OF INCOME AND EXPENDITURE

For the year ended 31 March 2004

	2004 HK\$	2003 HK\$
<b>TURNOVER</b>		
Designated donations:		
Queen Elizabeth Foundation	200,000	-
S. K. Yee Medical Foundation	-	500,000
Others	<u>198,012</u>	<u>112,874</u>
	398,012	612,874
Subventions:		
Hong Kong Jockey Club Charities Trust	754,000	754,000
Community Chest	1,143,800	1,204,000
Social Welfare Department - HKSAR Government	7,813,921	8,108,809
- Lotteries Fund	<u>42,274</u>	<u>862,809</u>
	10,152,007	11,542,492
Subventions from Employees Retraining Board utilised	6,779	7,446
Membership annual subscriptions	500	200
Service income	<u>3,874,761</u>	<u>3,139,315</u>
	14,034,047	14,689,453
<b>OTHER REVENUE</b>		
Interest income	7,607	26,386
Sundry income	<u>53,291</u>	<u>-</u>
	14,094,945	14,715,839
<b>EXPENDITURE</b>		
Salaries	7,251,779	8,136,124
Provident fund contributions and charges	346,436	358,592
Provision for long service payments	4,573	5,953
Programme and services expenses	3,318,436	2,037,671
Repairs and maintenance	38,690	32,423
Printing, postage and stationery	103,343	189,796
Travelling	50,093	35,830
Telephone and fax	82,259	73,194
Electricity and water	237,551	157,951
Insurance	42,445	57,614
Rent and rates	822,936	785,976
Cleaning	81,404	86,523
Advertising	11,080	25,232
General expenses	22,430	15,800
Annual general meeting and dinner	5,943	4,580
Equipment and uniform	237,657	874,928
Staff training	17,587	8,772
Motor vehicles	<u>37,065</u>	<u>26,530</u>
	12,711,707	12,913,489
<b>SURPLUS FOR THE YEAR</b>	<u>1,383,238</u>	<u>1,802,350</u>

## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

## STATEMENT OF INCOME AND EXPENDITURE (continued)

For the year ended 31 March 2004


	Notes	2004 HK\$	2003 HK\$
SURPLUS FOR THE YEAR		1,383,238	1,802,350
TRANSFERS FROM/(TO):			
General Fund	6	181,555	117,859
Service Foundation Fund	7	( 129,196)	( 95,898)
Supported Employment Services	9	( 269,578)	( 283,177)
Jockey Club Desktop Publishing Centre	10	( 71,027)	8,200
Home Care Services	11	( 252,647)	184,960
Hong Kong Jockey Club Millennium Cup and Sweepstake	12	76,285	442,175
Interactive Computer Training Net For Mentally Handicapped Persons	13	-	3,188
The Endeavor	14	( 969,935)	( 1,731,238)
Electric Wheelchair Repair Clinic and Resource Centre	15	167,401	( 448,419)
Queen Elizabeth Foundation For the Mentally Handicapped	16	( 116,096)	-
ACCUMULATED BALANCE AT END OF YEAR		<u>-</u>	<u>-</u>

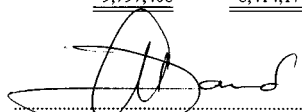
**ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES**

**BALANCE SHEET**

31 March 2004

	Notes	2004 HK\$	2003 HK\$
<b>NON-CURRENT ASSETS</b>			
Loans to disabled	4	<u>438,141</u>	<u>582,339</u>
<b>CURRENT ASSETS</b>			
Cash and bank balances		8,788,898	5,914,469
Subventions receivable		-	1,297,233
Prepayments and other receivables		182,027	85,597
Utility deposits		32,150	32,150
Current portion of loans to disabled	4	<u>637,058</u>	<u>756,680</u>
		<u>9,640,133</u>	<u>8,086,129</u>
<b>CURRENT LIABILITIES</b>			
Accounts payable		166,022	105,658
Receipts in advance		<u>114,844</u>	<u>44,060</u>
		<u>280,866</u>	<u>149,718</u>
<b>NET CURRENT ASSETS</b>		9,359,267	7,936,411
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		9,797,408	8,518,750
<b>NON-CURRENT LIABILITY</b>			
Long service payments obligation	5	<u>-</u>	<u>104,580</u>
		<u>9,797,408</u>	<u>8,414,170</u>
<b>Represented by:</b>			
General Fund	6	-	-
Service Foundation Fund	7	936,962	989,321
Independent Living Fund	8	2,586,002	2,586,002
Supported Employment Services	9	1,021,224	1,021,224
Jockey Club Desktop Publishing Centre	10	526,000	454,973
Home Care Services	11	583,880	472,348
Hong Kong Jockey Club Millennium Cup and Sweepstake	12	-	76,285
Interactive Computer Training Net For Mentally Handicapped Persons	13	-	-
The Endeavor	14	4,481	4,481
Electric Wheelchair Repair Clinic and Resource Centre	15	281,018	448,419
Queen Elizabeth Foundation For the Mentally Handicapped	16	116,096	-
Social Welfare Department Lump Sum Grant Reserve	17	<u>3,741,745</u>	<u>2,361,117</u>
		<u>9,797,408</u>	<u>8,414,170</u>

  
 Director

  
 Director



## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

## SUMMARY STATEMENT OF CHANGES IN EQUITY

For the year ended 31 March 2004

	2004 HK\$	2003 HK\$
Total equity at 1 April	8,414,170	6,611,820
Surplus for the year	<u>1,383,238</u>	<u>1,802,350</u>
Total equity at 31 March	<u>9,797,408</u>	<u>8,414,170</u>

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO FINANCIAL STATEMENTS

31 March 2004

1. 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 authorised to issue share capital. The liability of members is limited to HK\$100 each.

There were 18 members as at the balance sheet date (2003: 18).

2. IMPACT OF NEW AND REVISED STATEMENTS OF STANDARD ACCOUNTING PRACTICE ("SSAPs")

SSAP 35 "Accounting for government grants and disclosure of government assistance" is effective for the first time for the current year's financial statements and has had no significant impact on these financial statements.

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of preparation

These financial statements have been prepared in accordance with Statements of Standard Accounting Practice and accounting principles generally accepted in Hong Kong. They have been prepared under the historical cost convention.

Fixed assets

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

Government grants

Government grants are recognised 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 expense item, it is recognised as income over the periods necessary to match the grant on a systematic basis to the cost that it is intended to compensate.

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 FINANCIAL STATEMENTS

31 March 2004

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Income recognition

Income is recognised 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 recognised 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.

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 the 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 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 recognised 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.

*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.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO FINANCIAL STATEMENTS

31 March 2004

4. LOANS TO DISABLED

	2004 HK\$	2003 HK\$
At beginning of year	1,339,019	1,451,393
Advance during the year	611,650	780,562
Repayment during the year	<u>( 875,470)</u>	<u>( 892,936)</u>
At end of year	1,075,199	1,339,019
Portion classified as current assets	<u>( 637,058)</u>	<u>( 756,680)</u>
Non-current portion	<u>438,141</u>	<u>582,339</u>

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

5. 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.

At the balance sheet date, apart from the above, another 8 (2003: 7) employees have achieved the required number of years of service 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 Ordinance, the Association's additional liability not provided for in the financial statements at the balance sheet date would be HK\$208,085 (2003: HK\$254,261) (note 20 to the financial statements). A provision has not been recognised 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.

6. GENERAL FUND

	2004 HK\$	2003 HK\$
Balance at beginning of year	-	-
Transfer to statement of income and expenditure	<u>( 181,555)</u>	<u>( 117,859)</u>
Transfer from Service Foundation Fund - note 7	181,555	117,859
Balance at end of year	<u>-</u>	<u>-</u>

## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

## NOTES TO FINANCIAL STATEMENTS

31 March 2004

## 7. SERVICE FOUNDATION FUND

	2004 HK\$	2003 HK\$
Balance at beginning of year	989,321	1,011,282
Transfer from statement of income and expenditure	129,196	95,898
Transfer to General Fund - note 6	<u>( 181,555)</u>	<u>( 117,859)</u>
Balance at end of year	<u>936,962</u>	<u>989,321</u>

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.

## 8. 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.

## 9. SUPPORTED EMPLOYMENT SERVICES

	2004 HK\$	2003 HK\$
Balance at beginning of year	1,021,224	1,184,913
Transfer from statement of income and expenditure	269,578	283,177
Transfer to Social Welfare Department Lump Sum Grant Reserve - note 17	<u>( 269,578)</u>	<u>( 446,866)</u>
Balance at end of year	<u>1,021,224</u>	<u>1,021,224</u>

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

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO FINANCIAL STATEMENTS

31 March 2004

10. JOCKEY CLUB DESKTOP PUBLISHING CENTRE

	2004 HK\$	2003 HK\$
Balance at beginning of year	454,973	463,173
Transfer from/(to) statement of income and expenditure	<u>71,027</u>	<u>( 8,200)</u>
Balance at end of year	<u>526,000</u>	<u>454,973</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.

11. HOME CARE SERVICES

	2004 HK\$	2003 HK\$
Balance at beginning of year	472,348	657,308
Transfer from/(to) statement of income and expenditure	252,647	( 184,960)
Transfer to Social Welfare Department Lump Sum Grant Reserve - note 17	<u>( 141,115)</u>	<u>-</u>
Balance at end of year	<u>583,880</u>	<u>472,348</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.

12. HONG KONG JOCKEY CLUB MILLENNIUM CUP AND SWEEPSTAKE

	2004 HK\$	2003 HK\$
Balance at beginning of year	76,285	518,460
Transfer to statement of income and expenditure	<u>( 76,285)</u>	<u>( 442,175)</u>
Balance at end of year	<u>-</u>	<u>76,285</u>

The funding from The Hong Kong Jockey Club Charities Trust was used to support the operation of the rehabilitation software library and the provision of rehabilitation services for the elderly, the disabled and other disadvantaged groups.

## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

## NOTES TO FINANCIAL STATEMENTS

31 March 2004

## 13. INTERACTIVE COMPUTER TRAINING NET FOR MENTALLY HANDICAPPED PERSONS (the "Net")

	2004 HK\$	2003 HK\$
Balance at beginning of year	-	3,188
Transfer to statement of income and expenditure	<u>-</u>	<u>( 3,188)</u>
Balance at end of year	<u>-</u>	<u>-</u>

The Lotteries Fund provided funding support for the development of the Net for a period of two years between April 2001 and March 2003.

## 14. THE ENDEAVOR

	2004 HK\$	2003 HK\$
Balance at beginning of year	4,481	187,494
Transfer from statement of income and expenditure	969,935	1,731,238
Transfer to Social Welfare Department Lump Sum Grant Reserve - note 16	<u>( 969,935)</u>	<u>( 1,914,251)</u>
Balance at end of year	<u>4,481</u>	<u>4,481</u>

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

## 15. ELECTRIC WHEELCHAIR REPAIR CLINIC AND RESOURCE CENTRE

	2004 HK\$	2003 HK\$
Balance at beginning of year	448,419	-
Transfer from/(to) statement of income and expenditure	<u>( 167,401)</u>	<u>448,419</u>
Balance at end of year	<u>281,018</u>	<u>448,419</u>

This fund was established in November 2003 with the support of S. K. Yee Medical Foundation. It aims at providing comprehensive and one-stop service for electric wheelchair users.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO FINANCIAL STATEMENTS

31 March 2004

16. QUEEN ELIZABETH FOUNDATION FOR THE MENTALLY HANDICAPPED

	2004 HK\$	2003 HK\$
Transfer from statement of income and expenditure and balance at end of year	<u>116,096</u>	<u>-</u>

This fund was established in July 2003 with the support of Queen Elizabeth Foundation. It aims at providing work skills training package for people with mental handicap.

17. SOCIAL WELFARE DEPARTMENT LUMP SUM GRANT RESERVE

	2004 HK\$	2003 HK\$
Balance at beginning of year	2,361,117	-
Transfer from Supported Employment Services - note 9	269,578	446,866
Transfer from Home Care Services - note 11	141,115	-
Transfer from The Endeavor - note 14	<u>969,935</u>	<u>1,914,251</u>
Balance at end of year	<u>3,741,745</u>	<u>2,361,117</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.

18. DIRECTORS' REMUNERATION

None of the directors received any remuneration in respect of their services rendered to the Association during the year (2003: 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.



## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

## NOTES TO FINANCIAL STATEMENTS

31 March 2004

## 20. CONTINGENT LIABILITY

	2004 HK\$	2003 HK\$
Long service payments obligation - note 5	<u>208,085</u>	<u>254,261</u>

## 21. APPROVAL OF THE FINANCIAL STATEMENTS

The financial statements were approved by the Executive Committee on 13 August 2004.



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