

**Process for an offsite Sign language Interpreter via Attend Anywhere**

This document outlines the process for Interpreters joining video consultations only. All processes for booking the interpreter & establishing availability for this service should be followed before arranging the video consultation.

**Before starting the call**

Ensure the Clinician has access to Attend Anywhere

Have they got a headset (Preferably USB connection) and a working Video Conferencing camera?

Do they know how to use the application?

Where is the Interpreter going to be? In the office or on line

If in the office they will need to be able to see the patient on the screen

**Starting the Video Conference**

The Clinician can send the date and time along with the link for the interpreter to click on to join the meeting in advance - However this could mean the interpreter may be waiting for the patient to arrive at the Clinicians office.

OR

When the clinician has the patient in their office they send the link to the Interpreter to join the consultation - based on the interpreter knowing beforehand they are going to be asked to join a consultation at some point.

As always ALL participants are asked to test their cameras and microphones.

***They Interpreters must also enter a name date of birth and a telephone number (this data is not retained but the phone number could be used to contact the interpreter if required)***

**Web Browsers:**

**Only the following web browsers can be used by all participants: Chrome, Microsoft Edge and Safari (Apple devices)**