

Policy for the Provision of Occupational Therapy Equipment

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1.1 Introduction

This document provides a framework by which the Occupational Therapy Department (OT) will provide standard and specialist equipment to disabled people in their home. The document will promote a consistent approach to the assessment for, and the provision of equipment.

Moray Health and Social Care Partnership promotes and facilitates independent living in people's own homes, for people who have a disability. This is achieved by the provision of advice, rehabilitation and recommendation of equipment and adaptations

The provision of equipment is an important part of meeting the needs of disabled people in their own homes either by enabling the person to return home from hospital or other care facilities, or, to remain in their own homes and prevent hospital admission, or assist carers in their role.

2.1 General Conditions

2.2 Disability is defined:

'if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities

'substantial' is more than minor or trivial, eg it takes much longer than it usually would to complete a daily task like getting dressed

'long-term' means 12 months or more'

Equality Act 2010

Equipment is defined as

- any item that is used to increase the functional capabilities of individuals with disabilities.

The provision of equipment, aimed at increasing or maintaining functional independence and safety for people with a substantial and long term disability. The service is provided to adults and children.

3.1 Decision Making Process

The level of service provided will be determined following an assessment of need. We have a priority system for assessment . Please see appendix A for the priority system

Following an assessment a decision on the need for standard OT and specialist equipment is made. The decision will be made by following the Criteria for the Provision of Equipment, see appendix B.

The request for high cost or high risk items of specialist equipment will go to the Occupational Therapy Team Manager for authorization. Where the cost is extensive or the request outside our criteria, the Service Manager will consider the request,

The process will be transparent, equitable and offer informed choice to the client on both outcome and delivery of the service, under pinned by the principle of minimum intervention and best value. In the decision process the criteria of eligibility must be considered and the cost effective, suitable and and safe solution recommended.

Equipment provided to improve quality of life without a functional element however are outside the bounds of the Occupational Therapy service.

Equipment Criteria

The contracted supplier should always be the 1st point of contact for the provision of equipment within their contract. Prior to ordering new equipment the stock within the joint equipment store should be issued 1st.

The equipment below covers the most common types of equipment we provide

Mobile Manual Handling Equipment

Slide sheets/satin sheets/4 way glides.

Rota Stand/stedy.

Standing Hoists.

Full body Hoists.

Slings

Criteria

The general considerations prefacing this document are met.

and

The person is unable to complete this transfer safely or independently

and

The environment, other equipment and furniture can accommodate the manual handling equipment

and

And there is not another facility within the home that could be safely used to complete the transfer

and

The persons weight is within the safe working load of the equipment

Factors to Consider

- A manual handling risk assessment and care plan are essential in determining the correct equipment to be issued.
- The prescriber will be a key handler and will attend regular updates.
- It is essential to provide the equipment that will offer the service user maximum opportunity for independence
- Consider service users cognitive ability to use the equipment and where appropriate the ability to weight bear.
- Cares ability to safely use the equipment
- Compatibility of the equipment

Track and Gantry Hoists

Criteria

The general considerations prefacing this document are met.

and

The person is unable to complete this transfer safely or independently

and

The environment, other equipment and furniture can accommodate the manual handling equipment

and

There is not another facility within the home that could be safely used to complete the transfer.

and

A mobile hoist has been considered and is not suitable.

and

The service users weight is within the safe working load of the equipment

Factors to Consider

- A manual handling risk assessment and care plan are essential in determining the correct equipment to be issued.
- The prescriber will be a key handler and will attend regular updates.
- It is essential to provide the equipment that will offer the service user maximum opportunity for independence.
- Carers ability to safely use the equipment
- Compatibility of the equipment
- A joint visit will be required with specialist contractor to confirm technical suitability.
- In privately rented and housing association accommodation written permission from the landlord is required

Bed Equipment

Bed Raisers

Bed Lever

Rope ladder

Criteria

The general considerations prefacing this document are met.

and

The person is unable to complete this transfer safely or independently

and

The construction and design of the bed can accommodate the equipment

and

The persons weight is within the safe working load of the equipment, where applicable.

Factors to consider

- Profiling beds cannot be raised
- Care is required re positioning of bed lever.
- A bed lever must not be used to stop a person falling out of bed.

Mattress Elevator/Pillow Lifter

Criteria

The general considerations prefacing this document are met.

and

The person is unable to sit, safely or independently, from laying

and

The construction and design of the bed can accommodate the equipment

and

The persons weight is within the safe working load of the equipment.

and

Simple bed equipment has been considered and would not be suitable

Factor to consider

- Can the person safely operate the equipment
- Risk of entrapment in mechanism.
- Consideration of other persons sharing the bed.
- Good trunk support required for pillow lifter
- A power source is required
- The compatibility of other equipment

BEDS

Height adjustable profiling beds

Criteria

The general considerations prefacing this document are met.

and

the service users weight is within the safe working load of the equipment

and

Equipment to adapt the existing has been considered and is not suitable

and

The service user is palliative/end of life and the bed is required to enable care at home.

or

The person has pressure care and postural needs where a bed would be essential to manage these needs.

or

A profiling bed is essential for safe manual handling

or

A profiling bed is essential to enable the safe use of manual handling equipment /technique to enable safe transfers.

Factors to Consider

- The environment will need to accommodate the bed and delivery
- Accessories eg mattresses, rails etc must be compatible with the bed.

Bed side rails

Full or $\frac{3}{4}$ length rails that fit on the long side of the bed to prevent falls from the bed.

Criteria

The general considerations prefacing this document are met.

and

The persons needs cannot be safely met in another, less restrictive, way

and

A bed rail risk assessment has been completed to ensure safe issue of the equipment.

and

The equipment is compatible with the bed and other equipment used

Factors to consider

- Inappropriate issue of bed rails can result of entrapment, asphyxiation and falls from height
- Bed rails should not be used if the person is confused and sufficiently agile to climb over the bed rails
- Bed rails .must not be used as a restrictive measure.
- The use of a deep mattress or overlay may increase the risk of entrapment or falling over the top pf the rail, extra height rails should be considered.
- See _____ appendix C

Standard Bathing/showering Equipment

Standard bathing equipment to assist independence and safety when bathing or using over bath shower to enable the person to maintain their hygiene independently or with assistance.

Bath board/shower board

Swivel bathers

Bath step

Bath side rails

Criteria

The general considerations prefacing this document are met.

and

The person is unable to complete this transfer safely or independently

and

Construction and design of the bath can accommodate the equipment

and

T here is not another facility within the home that could be safely used to maintain hygiene.

Factors to Consider

- Can the equipment be lifted out of the bath when required
- Good sitting balance is required
- Ability to lift legs (with or without assistance) over the rim of the bath.
- The weight of the person and safe working load of the equipment
- The rim of the bath needs to be a minimum of 2.5cms to accommodate the bath/shower board and the board is fitted against the back wall.
- Bath/shower boards should not protrude over the side of the bath.
- When using with an over bath shower the curtain can be tucked in around the board but some water may leak onto the floor.

Powered Bath Lift

Powered bath lifts enable a person to sit near the base of the bath and immerse in water.

Criteria

The general considerations prefacing this document are met.

and

The person is unable to complete this transfer safely or independently or with simple equipment

and

Construction and design of the bath can accommodate the equipment

and

there is not another facility within the home that could be safely used to maintain hygiene.

Factors to Consider

- The equipment can be lifted out of the bath when required
- Good sitting balance is required
- Ability to lift legs (with or without assistance) over the rim of the bath.
- The weight of the person and safe working load of the equipment
- Other simple options have been considered and is not suitable
- The person has the cognitive ability to follow instructions and use the equipment safely

Shower Stool/ Chair

Static chair suitable for use in a shower.

Criteria

The general considerations prefacing this document are met.

and

The person is unable to stand in the shower

Factors to Consider

- A suitable shower base is installed.

Mobile Shower Chair

Mobile chair suitable for use in a shower.

Criteria

The general considerations prefacing this document are met.

and

The person is unable to stand in, or safety walk into the shower

Factors to Consider

A suitable shower base is installed.

Standard Toileting Equipment

Raised toilet seats

Freestanding toilet frames/seats

Fixed toilet frames/seats

Criteria

The general considerations prefacing this document are met.

and

The person is unable to complete this transfer safely or independently

and

The toilet/bathroom can accommodate the equipment

Factors to Consider

- The persons sitting balance
- Cognitive ability to follow method of use.
- Some toilets may not be compatible with toilet equipment – shape of pan/position of waste.

Commodes

Criteria

Criteria

The general considerations prefacing this document are met.

and

The person cannot access the toilet due to their disability and mobility problem.

Chemical Toilet

A height adjustable frame with a large capacity bucket but without a backrest. To be used with chemical fluid – 1 initial bottle supplied only.

Criteria

Criteria

The general considerations prefacing this document are met.

and

The person cannot access the toilet due to their disability and mobility problem.

and

The service user either lives alone or with a carer, who is unable to empty a standard commode e.g. not physically capable or the carer is out at work.

Or

A major adaptation is being completed and there is no sanitary facility during the work.

Factors to Consider.

- If access to the existing toilet is going to be a permanent difficulty and a chemical toilet is felt to be inappropriate as a long-term solution, then home adaptations can be considered.
- The service user will be informed that the future supply of the chemical fluid will be purchased privately.

Specialist Toilets and Equipment

Wash dry toilets and specialist toilet raisers

Description An automatic toilet. that provides flushing, warm water washing and drying

Criteria

The general considerations prefacing this document are met.

and

The person is unable to maintain hygiene independently after toileting due to their functional loss, and other equipment is inappropriate.

and

Assistance from carers is unavailable or inappropriate.

and

The provision would give the person an **appreciable** degree of independence in toileting.

Factors to Consider.

- A joint visit will be required with the wash dry toilet company rep to determine if a wash dry toilet is technically suitable.
- Need to identify whether a plinth is required to enable toilet to be used with a sanichair, and any other special requirements.
- For private rented and Housing association tenants written permission will be required from the owner of the property

Power Assisted toilet raiser

The general considerations prefacing this document are met.
and

The person is unable to complete this transfer without pain or safely or independently/with minimal assistance

and

Standard toileting equipment has been considered and would not enable safe transfer.

and

Construction and design of the toilet can accommodate the equipment
and

The provision would give the person an **appreciable** degree of independence in toileting.

Seating

Chair Raisers

To enable an existing chair to be raised to a suitable height to assist transfers

Criteria

The general considerations prefacing this document are met.
and

The person is unable to complete this transfer without pain or safely or independently/with minimal assistance

and

Construction and design of the chair/settee can accommodate the equipment
and

And there is not another facility within the home that could be safely used .

Factors to Consider

- Ensure the chair is not raised to high. The persons feet should remain securely placed on the floor.
- Riser recliner chairs cannot be raised.
- Check raisers do not cause a trip hazard

Powered Riser Chairs

Description

This is an electrically operated chair to assist an individual transfer from the chair by raising the seat unit and bringing the person to a standing position. Some chairs will also recline.

Riser recliner chairs are considered items of standard household furniture, readily available to purchase and are not routinely issued. The service user may be signposted to charitable sources if unable to finance independently

Criteria for temporary loan

The general considerations prefacing this document are met

and

The service user requires an assisted sit to stand facility or is unable to alter their position independently within the chair but specialist postural support is not required. The service user does not have a suitable chair and has an agreed urgent temporary need e.g. to enable hospital discharge. The temporary loan of up to 6 weeks will be subject to availability of chairs within the Joint Equipment Store

OR

The service user requires an assisted sit to stand facility or is unable to alter their position independently within the chair but specialist postural support is not required. The service user does not have a suitable chair, has an ongoing need and has agreed to purchase their own chair. The temporary loan of up to 6 weeks will be subject to availability of chairs within the Joint Equipment Store

OR

Where the provision would negate the need for regular paid care or more specialist manual handling equipment the 6 week rule would not apply.

OR

For end of life care (DS1500) – The 6 week rule does not apply for provision of chairs to people undergoing end of life care.

Multi-adjustable Support Seating

Description

Multi-adjustable support seating is provided to enable a person to improve posture and function where standard seating cannot address the specific needs of the individual.

Criteria

There is a specific essential functional issue that will be improved significantly by provision of this equipment that cannot be improved with other equipment or techniques

OR

Remedial action is required to address marked postural difficulties, issues with pressure care or to prevent deterioration of function.

Factors to consider

- Ensure there is adequate space for the new chair. Most of the chairs also recline so they cannot be positioned against a wall. The chair must be able to move without touching any other furniture or walls.
- Adaptations to the person's existing chair must be considered before assessment for a powered riser chair.
- Ensure that there is access to a 13 amp plug socket.
- The service does not supply riser / recliner chairs for sleeping in instead of a bed.
- Ensure the safety of others in the household e.g. children and animals by alerting the chair operator to the safety instructions to avoid the risk of getting caught in the mechanism
- It is not possible to raise rise/recliner chairs
- Consider whether the service user has the cognitive ability to use the chair safely or if they have a deteriorating cognitive condition which would influence the future use of the chair.
- A riser / recliner chair is not appropriate for independent use for clients with severe balance problems, or difficulty weight bearing.
- Chairs should generally not be used with a pressure cushion sitting on top of the normal seat.
- When selecting a chair the person needs to be measured to ensure the correct size of chair is ordered.
- If a hoist is to be used ensure it can be safely used with the type of chair ordered and that there is adequate room for access
- Check that the size and weight limit is sufficient for the person. Heavy Duty models are available.
- All new chairs purchased by the service should be upholstered in a black, waterproof, washable, breathable material that complies with decontamination guidelines.
- Current loans of riser recliner chairs will continue under the original guidelines until a replacement or reassessment is required. A further assessment will be completed and the new criteria will apply.

Straight Track Stairlift

(See Policy for provision of Major Adaptations for Curved stairlifts)

A powered lift mounted on a stair fixed track that follows the line of the stairs. The majority of lifts are used in a seated position but standing or perching options are available. Heavy Duty stair lifts are also available

Criteria

The general considerations prefacing this document are met
and

The person is unable to climb the stairs or the physical exertion of climbing the stair is contraindicated

and

A second handrail will not substantially improve safety or functional mobility.

and

There is unlikely to be an improvement in ability following a period of rehabilitation

And

It is not possible for the persons needs to be accommodation needs on the ground floor

and

The house is otherwise medium to long term suitable

and

The person would be able to safety transfer on and off a stairlift independently or with minimal assistance.

Factors to consider

- The person must be made aware of current charging, servicing and repairs policy at the time of assessment.
- A signed stairlift service agreement should completed and signed. End of life conditions are exempt from service charges.
- Relocated straight stairlifts may be available and this option should be considered first where appropriate.
- A stairlift on the exterior of the property (open to the elements) will not normally be considered.
- In privately rented and housing association accommodation written permission from the landlord is required.
- The person's abilities - to transfer and to manage the controls, whether they need a specific height of seat, specialised seat or harness and whether their abilities are likely to change in the foreseeable future.
- The most cost effective option should be considered.

- A stairlift will only be installed in a communal area in **exceptional** circumstances. A stairlift in a communal area will require a building warrant and will need the consent of the other home owners affected by this work.
- Consider whether a bannister on the opposite side of the stairs from the lift is required for ambulant users.
- If a mobility aid or wheelchair is used additional equipment may be required for use upstairs.

Contra-indications

- Stairlifts may also be contra-indicated where person has a cognitive impairment or conditions where rapid deterioration is likely
- A stairlift is not suitable for a person with uncontrolled epilepsy or frequent blackouts.
- Consider whether the installation of the lift could constitute a fire or trip hazard.

Temporary Portable Ramps

For fixed permanent ramps see major adaptation criteria.

Criteria

The general considerations prefacing this document are met

and

The person has been prescribed a wheelchair for indoor and outdoor use by NHS or meets the criteria for a wheelchair for indoor and outdoor use.

or

The person has been prescribed a wheelchair for outdoor use by NHS or meet this criteria and are unable to negotiate the access steps with rails/step alteration.

and

A temporary ramp is technically suitable

List of equipment not supplied

Simple bath cushion
Long handled sponge
Bottom wiper
Sock or stocking aid
Button hook /zipp puller
Easi reach
Elastic laces
Long handled shoe horn
Long handled brush/comb
Cutlery
Plates/bowls
Mugs/beakers
Straws
Buckingham caddy and net bags
Jar openers and all small kitchen equipment
Food work stations and prep boards
Tap turner equipment
Book holder
Key turners
Writing aids
Plastozote foam
Cushions
Leisure equipment
Adjustable back rests
Foot stools
Bath mats

Minor Adaptations

Wooden outdoor ramps
Access to garden
Drying facilities

APPENDIX A

Complaints Procedure

If you have particular concerns about how our service has been delivered or you have been refused a service you have the right to complain. Your complaint will be dealt with sensitively and in confidence.

The complaints procedure is as follows: You can complain by telephone, email, in writing or in person at any of our public facing offices.

The Moray Council
High Street
Elgin
IV30 1BX

01343 543451
complaints@moray.gov.uk

It is easier for us to resolve complaints if you make them quickly and directly to the service concerned. So please talk to a member of our staff at the service you are complaining about. They can then try to resolve any problems on the spot.

What happens if I'm still unhappy?

After we have fully investigated, if you are still unhappy with our decision or the way we dealt with your complaint, you can ask the Scottish Public Services Ombudsman (SPSO) to assess it. Freephone: 0800 377 7330 Online contact:

www.spsso.org.uk/complain/form

Website: www.spsso.org.uk Mobile site: <http://m.spsso.org.uk>

APPENDIX B

Duty – priority for Occupational Therapy assessment

Immediate action required to prevent admission to care home or hospital.

Immediate action required to prevent care situation breaking down.

Immediate action to enable out of area hospital discharge (for example - assessing home environment and issue of equipment that is essential for discharge)

Critical – priority for Occupational Therapy assessment

Action is needed to reduce risk of injury or to allow discharge from hospital

The client at high risk of injury in carrying out essential activities of daily living

The health of the main carer is at immediate risk.

The client has a terminal illness or receiving end of life care.

Substantial – priority for Occupational Therapy assessment and major adaptation

Action is needed to promote client and carer's safety and independence.

The client/carer is at risk of injury in carrying out activities of daily living.

The client/carer is at risk in carrying out essential activities but a viable work around exists.

The client is a child or adolescent.

Moderate - priority for Occupational Therapy assessment and major adaptation

The client/carer is at risk of injury in non-essential activities of daily living (such as bathing)

The client is unable to perform some aspects of personal care, social life or domestic tasks, indicating some risk to independence.

The client's relationship is maintained with carer with occasional strain.

Low

There is a low risk to independence.

There is the potential for the client/carer to maintain their health with minimum interventions.

The client has difficulty with one or two aspects of personal care, domestic routines and/or home environment indicating low risk to independence.

The carer is able to manage most aspects of their caring / domestic role though struggles with one or two aspects but with low risk.

Action – Client given information or signposted to services in order to self-manage.