

Hull Wheelchair Service Eligibility Criteria 2016

Produced March 2016
For Review March 2017

Originator NRS Healthcare in conjunction with Blatchford and Hull Clinical Commissioning Group.

Contributors: Julie Croysdale Regional Manager; Blatchford
Caroline Desjardins, Clinical Lead for wheelchairs and special seating, Blatchford
Nicola Holbrook, Clinical Lead – Wheelchairs, NRS
Gareth Everton, Hull Clinical Commissioning Group

VERSION CONTROL

Section		Additions	Omissions

ELIGIBILITY CRITERIA - CONTENTS

- 1. Introduction**
- 2. General Conditions**
- 3. Manual Wheelchairs**
 - 3.1 Standard wheelchairs
 - 3.2 Non-standard wheelchairs/special bespoke wheelchairs
 - 3.3 Accessories
 - 3.4 Standard modifications
- 4. Criteria for the Supply of more than one Wheelchair**
- 5. Exclusion Criteria**
- 6. Active User Wheelchairs**
 - 6.1 Referral and Assessment
 - 6.2 Prescription Criteria
 - 6.3 Employment
 - 6.4 Modifications
- 7. Criteria for Special Cushions**
- 8. Criteria for Special Seating**
- 9. Guidelines for the Supply of Equipment for Children and Young Adults**
 - 9.1 Pushchairs and Buggies**
 - 9.2 Special Pushchairs and Special Seating
 - 9.3 Standard Wheelchairs for Children
 - 9.3.1 Fully Reclining Buggies
 - 9.4 Double (twin) Buggies/Tandem
 - 9.5 Indoor Powered Wheelchairs
 - 9.6 Mobility Equipment for use in Education only
 - 9.7 Cushions
 - 9.8 Modifications
 - 9.9 Block Assessment Visits to Schools
 - 9.10 Behavioural Needs
- 10. Criteria for Powered Wheelchairs**
 - 10.1 Electrically Powered Indoor Wheelchair (EPIC)
 - 10.2 Electrically Powered Indoor/Outdoor Wheelchair (EPIOC)
 - 10.3 Other Considerations
- 11. Issue of Equipment to Care Homes**
 - 11.1 New Referrals
 - 11.2 Existing Users
 - 11.3 Exclusions
 - 11.4 Repair or Collection of Wheelchairs
 - 11.5 Liability
- 12. Attaching Communication Aids to Wheelchairs**
- 13. Criteria for Voucher Scheme Wheelchairs**
 - 13.1 Voucher Period
 - 13.2 Partnership Scheme-Conditions of Participation
 - 13.3 Independent Scheme-Conditions of Participation

Appendices

- Appendix 1 List of agencies mentioned in the document

1. INTRODUCTION

The Wheelchair Service is based at;

11 Reed Street, Hull, HU2 8JJ

Telephone: 0344 8936375

The centre provides a wheelchair service to residents in Hull who are registered with a Hull CCG General Practitioner or who are not registered with any GP and resident within the Hull City boundary.

Hull HMP Prison. The service is responsible for the provision of wheelchairs and associated equipment to the residents of this establishment. All wheelchairs/equipment provided will meet the health and safety requirements of the Prison.

National Health Service (NHS) hospital treatment is free for people who live in the United Kingdom (UK) and is not based on British nationality or the past or present payment of National Insurance contributions or UK taxes. Under the current regulations, visitors to the UK are liable to pay for NHS hospital treatment. Treatment in A&E is free but once a person is made an inpatient, or given an outpatient appointment, all treatment is chargeable.

This document has been written as an appendix to the Hull CCG, Accessing the Community Care Equipment Service: policy for prescribers: 2016. It is for the benefit of service users, parents, carers and health care professionals. It aims to clearly outline the services and equipment choices that our users are eligible to receive. It is also an essential reference document for clinicians working within the wheelchair service.

The contents of this document have been agreed by the Hull CCG.

The Clinical Service will be delivered by Blatchford Clinical Services this is a subcontract arrangement with NRS who hold the main Community Equipment and Approved repair Contract in Hull

Staff members working in the Centre and other health care professionals referred to in this document include:

Service Manager

Wheelchair Clinical Lead

Occupational Therapist (OT)

Physiotherapist (PT)

Technical Instructor (TI)

General Practitioner (GP)

Wheelchair Service Clinician (OT, PT or TI)

2. GENERAL CONDITIONS

2.1 New referrals will only be accepted from health or social care professionals, including therapists, medics, nursing staff and GP's. Self-referrals will be accepted from those service users who are already in possession of a wheelchair.

Referral forms are available on our website www.blatchford.co.uk/Hull

Copies are attached to the end of this document or please call 0344 8936375

2.2 Service users may be issued with a wheelchair, by the wheelchair service, if they:

- a) Require a chair for short term purposes i.e.
 - following an episode of acute clinical intervention to support a hospital discharge
 - where extensive repair work is required to a wheelchair which is on long-term loan to a service user
 - the service user is awaiting the delivery of a long-term loan wheelchair.
- b) Require a wheelchair for long term use; longer than 6 months based upon a mobility assessment,
- c) As part of an end of life care plan
- d) Can demonstrate that they would use a wheelchair at least three times a week.
- e) Buggies will be made available to children above 36 months in line with National guidelines.
It is anticipated babies and very young children's mobility and postural needs can be met by commercially available buggies

- 2.3** Pressure redistributing cushions provided by the wheelchair service must be used in wheelchairs only, and not in furniture such as armchairs. Cushions for use in armchairs can be obtained from the Community Care Equipment Service via an authorised prescriber (Nurse, Occupational Therapist or Physiotherapist). Users will need to contact their General Practitioner's surgery for the relevant contact number.
- 2.4** Existing users, who may have a short-term requirement for additional accessories, or minor modifications, may be provided with the appropriate equipment specified by the referrer following agreement with the wheelchair service.
- 2.5** Existing users can self-refer for a re-assessment at any time.
- 2.6** Procedures governing the issue of wheelchairs and equipment to residents of care homes are set out in section 11.
- 2.7** The user's permanent GP must be a constituent member of NHS Hull CCG.
- 2.8** Any requests made for the supply of equipment are subject to approval by the Wheelchair Clinical Lead/NRS Service Manager.
- 2.9** Any equipment issued by the Wheelchair Service is for use by the named user only and cannot be transferred to another user. **If this situation occurs then the person making this decision will take responsibility in the case of an accident or injury.**
- 2.10** If any equipment is no longer required by the user, for whatever reason, it must be returned to the Wheelchair Service. The wheelchair may be returned to 11 Reed Street, Hull or a collection may be arranged. . It should under no circumstances be given to another person or wheelchair user. Please contact NRS on Tel: 0344 8936375
- 2.11** If a child user is required to travel with their wheelchair, it is recommended that the child sits in a standard child car seat where possible and appropriate. The wheelchair should be folded and transported in the boot of the vehicle. Any other arrangements are the responsibility of the carrier or the Local Transport Authority.
- 2.12** Repair and maintenance of wheelchair service issued equipment should be requested by contracting NRS Tel: 0344 8936375. Equipment should not be repaired or modified by other means without prior permission from the Wheelchair Service.
- 2.13** The Wheelchair Service will maintain wheelchairs issued by the service but will not maintain accessories fitted to the wheelchair by users or other agencies.
- 2.14** The Wheelchair Service reserves the right to take appropriate action should it be apparent that a privately fitted accessory has contributed to a fault in the wheelchair or compromised safety. This action may include withdrawal of the wheelchair or a charge for any repair costs which have been incurred.
- 2.15** Replacement of any lost or stolen items will not be financed by the Wheelchair Service therefore users are advised to take out the appropriate insurance cover. The Wheelchair Service reserves the right to make a claim against the user for lost or stolen equipment.
- 2.16** **In general** equipment issued by the Wheelchair Service will be recycled equipment that has been reconditioned to a high standard.

2.17 Repairs will only be conducted in the user's home or agreed location within the City. The service does not provide road side assistance or any repairs outside the Hull boundaries.

3. MANUAL WHEELCHAIRS

3.1 Standard wheelchairs: Standard wheelchairs are supplied from a range of chairs held in stock by the Wheelchair Service. These will be supplied following triage of written referrals and may be subject to assessment by a Wheelchair Service Clinician when required. The range is attached in Appendix 3 Prescribing Matrix

3.2 Non-standard wheelchairs/special bespoke wheelchairs: This range of equipment will only be supplied following an assessment, or a consultation, by a Wheelchair Clinician when primary clinical needs cannot be met by standard equipment.

3.3 Accessories: Accessories will only be supplied following approval by a Wheelchair Clinician or alternatively through the triage process.

3.4 Standard modifications: Standard modifications will only be supplied following an assessment or consultation by a Wheelchair Clinician. Any non-standard modifications will also be subject to a Risk Assessment carried out by the Wheelchair Clinician

Trays will only be provided when required for postural reasons as determined by the Wheelchair Service staff. If a tray is required for education, work or day hospital etc. the referrer should approach the appropriate authority for funding.

4. CRITERIA FOR THE SUPPLY OF MORE THAN ONE WHEELCHAIR

4.1 The Wheelchair Service will only provide one manual wheelchair to meet the essential clinical needs. If a second manual wheelchair is required then the Wheelchair Service will signpost users and their carers to other agencies. On occasions where the user requires a wheelchair upstairs and installation of a through-floor lift is not possible, the wheelchair service may offer a secondary basic wheelchair. Service users who are issued a powered wheelchair will usually receive an additional backup manual wheelchair.

4.2 The service is not funded to supply wheelchairs purely for use in education. It is the responsibility of the Education Authority to fund equipment used exclusively at school.

4.3 The Wheelchair Service will help access charitable funding; deal with Access to Work and Education.

4.4 The Wheelchair Service cannot offer advice on private purchases but can support through the Voucher Scheme

5. EXCLUSION CRITERIA

Standard wheelchairs and associated equipment will not be supplied to nursing and residential homes, short break settings, hospice facilities, schools, colleges and places of work; with the exception whereby short-term loan (less than 6-months) of wheelchairs and equipment can be provided to service users to enable hospital discharge/ independence for short term illness/mobility and following any re-ablement / rehabilitation plan as agreed with specialist services such as the intermediate care and long term conditions services.

Wheelchairs and associated equipment will not be provided for:-

- Solely for managing challenging behaviour
- school use only
- sporting activities only
- in place of suitable static seating
- transport purposes only
- electric powered wheelchairs for outdoor use only either occupant controlled or attendant controlled, including add on power packs.

6. ACTIVE USER WHEELCHAIRS

Definition

This is an active performance wheelchair; available for all service users who need a wheelchair for all their mobility needs (full-time wheelchair users); therefore, this is a more 'tailored' wheelchair to enable

6.1 Referral and Assessment: Assessment for this type of equipment will be undertaken by a Wheelchair Clinician as appropriate following referral.

6.2 Prescription Criteria: Referrals for equipment of this category will be considered for issue when a client is unable to functionally self-propel in a standard wheelchair. This will only be considered at the discretion of the Clinical Wheelchair Lead.

6.3 Employment: Any client requiring an active user wheelchair only for the purpose of their employment will not be eligible. The Access to Work team should be contacted via 'Job Centre Plus' for the wheelchair user's area.

6.4 Modifications: Where clients require a supportive seating system, or modifications for postural support, these should be compatible with the active user wheelchair that is prescribed. If this is not possible then a compromise may have to be reached, and a more standard wheelchair issued.

7. CRITERIA FOR NON-STANDARD CUSHIONS

7.1 Requests for a pressure-redistributing cushion will require a Waterlow/ Braden Score assessment, which will be used in conjunction with the other information on the referral form.

7.2 The needs of the user will be assessed, and if clinically appropriate, the requested cushion will be issued. Alternatively, a Wheelchair Clinician may undertake a further assessment. Wheelchair clinician's reserve the right to issue a suitable alternative cushion.

7.3 Cushions for all risk levels may be issued, including preventative. The cushions can be issued for use in NHS provided or privately purchased wheelchairs. They will not be issued for use in armchairs. Cushions for use in armchairs are supplied by the Community Care Equipment Service following assessment from an authorised prescriber. See appendix 1.

7.4 A pressure redistributing cushion will be issued providing the client is using their wheelchair three times weekly, and is used as part of their overall pressure care management.

7.5 Requests from a referrer for the issue of a replacement cushion must be accompanied by an updated Waterlow/ Braden risk assessment to ensure that the cushion issued is suitable for the user's needs.

7.6 Users in care homes will be issued with non-standard cushions to suit their individual needs only. Standard cushions shall be provided by the care home at their own cost. Care home staff (or community nursing when applicable) will be responsible for the regular review of the Waterlow/ Braden score, and should be encouraged to contact the Wheelchair Service if needs change.

7.7 If any equipment is no longer required by the user, for whatever reason, it must be returned to the Approved Repairers or Wheelchair Service on Reed Street. It should under no circumstances be given to another person or wheelchair user as this may be detrimental to their health and well being.

8. CRITERIA FOR POSTURALLY SUPPORTIVE SEATING

8.1 Posturally supportive seating is divided into two sections: -

- a) Standard and non-standard wheelchairs with postural off-the-shelf support, e.g. Jay, RMS
- b) Custom contoured inserts fitted to a wheelchair chassis, e.g. moulded seats, back and base systems.

8.2 Posturally supportive seating will only be supplied when standard and non-standard wheelchairs are unable to meet the user's needs following assessment by a Wheelchair Clinician.

8.3 Only one item of posturally supportive seating will be supplied at any one time.

8.4 Posturally supportive seating may be supplied for fitting into a private wheelchair at the discretion of the Clinical Lead

9. GUIDELINES FOR THE SUPPLY OF EQUIPMENT FOR CHILDREN AND YOUNG PEOPLE

Young people under the age of 18 who would like to attend an appointment alone will need to contact the Wheelchair Service prior to the appointment to make suitable arrangements.

9.1 Pushchairs and Buggies: These will not be issued to children under 36 months of age, except when special postural support is required.

9.2 Posturally supportive Pushchairs and custom contoured seating: Posturally supportive buggies and **custom contoured** seating are issued to children and young people who have significant postural needs. Seating units will only be issued after assessment by a Wheelchair Clinician.

9.2.1 Fully reclining buggies

Fully reclining buggies will only be provided where clinically indicated and in consultation with Clinical Lead. Support from the child's consultant will also be required specifying that the fully reclining buggy is required for medical or postural reasons. In order for the child to be eligible they would need to be fully reclined for long periods of time on a regular basis to be appropriate for this type of buggy. Fully reclining buggies cannot be issued for child changing purposes only.

9.3 Standard Wheelchairs for Children: These will be supplied following a referral in accordance with the criteria for adult wheelchairs. Further assessment by a Wheelchair Clinician may be undertaken where deemed appropriate.

9.4 Double (twin) Buggies/Tandem: These will only be supplied in exceptional circumstances, where both children have a disability affecting their mobility and meet the criteria for issue.

The wheelchair service supplies mobility equipment and any necessary postural support within it, only for the child with a disability.

Where parents are requesting a double buggy for a child with a disability and an able bodied child, the independent voucher may be offered to fund the element of the double buggy to meet the needs of the child with a disability. The expectation is that the family will fund the part of the buggy used by the other child i.e the difference in value between a standard wheelchair/buggy and the product requested.

Where some additional minimal postural support is required, and is possible in the chosen buggy, the wheelchair service will offer advice and assistance. However, the main emphasis and input is on the appropriate seating and mobility for the disabled child within the double buggy/wheelchair.

9.5 Powered Wheelchairs: These will be issued to children and young people who are unable to walk or self-propel functionally, but are capable of independently controlling a powered wheelchair safely.

Indoor powered wheelchairs may only be used indoors at school or at home. Indoor/outdoor powered wheelchairs must not be used outdoors without close supervision.

9.6 Mobility Equipment for use in Education only: Mobility equipment for use in education only is the responsibility of the Education Authority and not of the Wheelchair Service.

9.7 Cushions: Basic cushions will be supplied as required and non-standard cushions will be supplied after assessment by a Wheelchair Clinician. See section 7 for non-standard cushions.

9.8 Modifications: Written requests by a referrer must be made to the Wheelchair Clinician.

9.9 Indoor 'posturally supportive static seating': The Community Care Equipment Service no longer provides static seating systems such as the Triton chairs or X:Panda chairs where the needs can be met as part of the holistic Wheelchair Service assessment within a suitable wheelchair and seating system.

9.10 Block Assessment Visits to Schools: Visits by the Wheelchair Clinician will be made following a request from the referrer, and in line with planned reassessments. This is subject to Wheelchair Service staff availability.

Please Note: A list of each child to be assessed must be provided by the school to the Wheelchair Service before the visit, together with full and relevant data on each child to be seen.

The school will be responsible for informing the child's parents, therapist and/or guardian of the intention to assess/reassess their child.

In some circumstances it may be more appropriate for the child and parents, therapist and/or guardian to be seen in clinic at the Wheelchair Service or at home, in which case a separate appointment will be made for this.

9.11 The wheelchair service does not provide rain covers, cozy toes, parasols and other such accessories

10. POWERED WHEELCHAIRS

10.1 All users will be subject to an assessment by a Wheelchair Clinician in order to determine if the user meets the eligibility criteria and to determine the priority of issue. This assessment will involve an assessment of physical ability, medical safety and mental agility required to drive a powered chair safely.

Any exceptions must be discussed with the Wheelchair Clinical Lead and a decision made on an individual basis.

The service must provide a manual wheelchair as a back-up to any powered wheelchair prescription

10.2 Electrically Powered Indoor Wheelchair (EPIC): In order to be eligible for the provision of an EPIC, users must meet ALL of the following criteria.

- a) Be severely and permanently restricted in mobility which includes the inability to walk, propel a manual wheelchair or be medically at risk to do so.
- b) Have no visual, cognitive, perceptual problems, or recurring loss of consciousness that would impede safe use of an EPIC.
- c) Have a residential environment that is appropriate for the use of a powered wheelchair.
- d) Have the ability to demonstrate, in a wheelchair driving test, that they have the insight, intellectual capacity and dexterity to operate an EPIC safely and independently without assistance.
- e) Be able to ensure that the EPIC will be maintained adequately either personally or by a carer. This includes the charging of the batteries.
- f) Agree to conditions of supply.

10.3 Electrically Powered Indoor/Outdoor Wheelchair (EPIOC) In order to be eligible for the provision of an EPIOC, users must, in ADDITION to the above, meet ALL of the following criteria.

- a) Have the need to use an electrically powered wheelchair for indoor mobility.
- b) Have no medical conditions that would make them a danger to themselves, pedestrians, or other road users and have the ability to comply with current DVLC requirements for motor vehicle drivers regarding the loss of consciousness (e.g. epilepsy).
- c) The user should have the visual acuity to read a car number plate from at least 40 feet. Users must also have a field of vision of 120 degrees in a horizontal plane and 20 degrees above and below this plane. This is equivalent to Class 3 vehicle visual standards.
- d) Have suitable facilities to enable independent access to the outdoor environment (e.g. a ramped access).
- e) Have a local outside environment that is accessible in an EPIOC, and is compatible with its use.
- f) Have the ability to operate an EPIOC without assistance including climbing up kerbs, and dismounting kerbs backwards where appropriate.
- g) Have the capacity to derive significant improvement in their independence and quality of life through the use of an EPIOC (e.g. use the wheelchair regularly to go out for social engagements or shopping).

10.4 Other considerations:

- a) If, subsequently, the user fails to meet any of these criteria, the wheelchair will be withdrawn. This may be determined by regular review.
Users, however, may be re-referred for a powered wheelchair if their circumstances change.
- b) The assessor may seek further medical advice about individual users from their GP or consultant if necessary.

10.5 The Wheelchair Service does not supply attendant controlled powered wheelchairs, nor does it supply or fit privately purchased power-pack units to wheelchairs supplied by the service.

10.6 The Wheelchair Service recognises that users may wish to take advantage of the benefits offered by a power-pack unit and fit a privately purchased unit to a wheelchair issued by the service. Wheelchairs provided by the service are not routinely tested or approved for the fitting of power-packs and users who fit power-packs should ensure that they obtain advice from the power pack supplier or the wheelchair service.

10.7 The Wheelchair Service recommends that individuals consider the benefits of attendant operated brakes when fitting power-packs. These will not be supplied by the Wheelchair Service, but can be supplied by most power-pack suppliers.

10.8 The Wheelchair Service will maintain wheelchairs issued by the service but will not maintain accessories fitted to the wheelchair by users (such as power-packs or attendant brakes).

10.9 The Wheelchair Service reserves the right to take appropriate action should it be apparent that a privately fitted power pack had contributed to a fault in the wheelchair or compromised its safe use. This action may include withdrawal of the wheelchair or a charge for incurred repair costs.

11. ISSUE OF EQUIPMENT TO CARE HOMES

11.1 New referrals:

- i) **Self-propelling wheelchairs:** Wheelchairs and accessories, including cushions, may be issued on a long term loan basis to any resident who fulfils all the criteria listed below.
 - a) The resident must have a permanent disability, which prevents them from mobilising independently within the home.
 - b) The supply of a wheelchair must enable the resident to become independently mobile within the home. This would be determined by a Wheelchair Service Clinician.

- ii) **Attendant propelled wheelchairs:** These will also only be issued in exceptional circumstances, if the resident has significant postural control systems or significant modifications to the wheelchair as determined by the Wheelchair Service.
- iii) **Powered wheelchairs:** These may be supplied if the resident is unable to self-propel and would be able to safely control a powered wheelchair to enable them to be independently mobile (the user must also meet all the criteria for a powered wheelchair, as listed in section 10).

11.2 Existing users:

Residents in a care home who have been issued a self-propelling wheelchairs as their main form of mobility, will be subject to regular review. If, subsequently, the user fails to meet any of these criteria, the wheelchair will be withdrawn. Residents, however, may be re-referred for a wheelchair if their circumstances change.

11.3 Exclusions:

The Wheelchair Service will NOT supply the following:

- i) Wheelchairs for transferring residents around the home.
- ii) Wheelchairs to be used instead of appropriate static seating.
- iii) Wheelchairs to take residents on outings by staff, relatives or carers on an adhoc basis. For these occasions charitable short-term loan facilities should be used, or another private wheelchair hire service.
- iv) Pressure relieving cushions for use in armchairs

Care homes are expected to provide transit wheelchairs and standard cushions themselves for the above categories.

11.4 Repair or collection of wheelchairs:

Wheelchairs will only be repaired when they are recorded as being issued by the Wheelchair Service to the resident currently using the wheelchair.

It is the responsibility of the care home to notify the Wheelchair Service when a wheelchair needs collecting if no longer required by the user or for repair.

If any equipment is no longer required, for whatever reason, it must be returned to the Wheelchair Service. It should under no circumstances be given to another person or wheelchair user as this may be detrimental to their health and well-being.

11.5 Liability:

The Wheelchair Service cannot be held responsible if a wheelchair is used by anyone other than the named resident for whom it was supplied.

Wheelchair Service equipment may only be used by the named resident to whom it was issued.

12. ATTACHING COMMUNICATION & ADDITIONAL AIDS TO WHEELCHAIRS

12.1 Companies providing additional aids are responsible for fitting these onto wheelchairs. E.g. A battery holder, mounting brackets, communication or feeding aid and environmental control switches.

12.2 The Wheelchair Service will not fund an additional wheelchair should the aid not be suitable for the original wheelchair. For this reason it is essential that the needs of the user regarding their additional aids must be included when a user is assessed for their wheelchair by the Wheelchair Service.

It is therefore essential that agencies assessing users for additional aids inform and liaise with the Wheelchair Service to ensure users' needs are met appropriately.

12.3 Once the additional aid has been attached to the wheelchair it is essential that the wheelchair undergoes a stability test. The Wheelchair Service will carry out stability tests as appropriate during initial handover; however if any other agency fits a device without consent of the wheelchair service, then the agency must take responsibility of checking the stability. If the wheelchair requires additional features to ensure its stability the costs must be met by the relevant authority or service.

12.4 Whilst the user is waiting for the wheelchair to undergo a stability test it is recommended that the following guidelines be adhered to:

- i) The additional aid must be removed prior to moving the wheelchair until the stability test has been carried out.
- ii) Parents, guardians or carers of the user should ensure that the wheelchair is stable when static.

12.5 The Wheelchair Service is unable to accept responsibility for wheelchair stability if any additional aids are fitted to the wheelchair prior to the implementation of the stability test.

Each time an additional aid is fitted a stability test is required.

13. CRITERIA FOR VOUCHER SCHEME FOR MANUAL WHEELCHAIRS ONLY

13.1 Users wishing to be considered for the Voucher Scheme must meet the general conditions for the supply of a wheelchair (see section 2).

13.2 Voucher period: The voucher period is defined as the length of time that the user would be expected to have use of the wheelchair.

The Wheelchair Service will decide on the voucher period, having taken into account the individual circumstances of the user, such as length of time spent in the wheelchair and the conditions under which it is used.

The typical length of the voucher period for an adult will be 5 years, and 3-5 years for a child. This will be subject to review dependent upon the circumstances as above. Vouchers will not be given for less than a 3 year period

The clinical condition of the user will always be taken into account when deciding on an appropriate period for the voucher. Anyone with a rapidly deteriorating condition will not be eligible for a voucher as the equipment would not meet rapidly changing clinical needs.

If the service user or carer's condition changes and the wheelchair no longer meets their needs then this will be discussed with the Wheelchair Service Manager to establish if an exception can be made.

13.4 Independent Scheme - Conditions of Participation:

- a) After an assessment by Wheelchair Service Clinician, suitable alternatives to the wheelchair available through the NHS, which meets the clinical needs of the user, will be discussed. This will include safety and suitability factors.
- b) The voucher value will be determined by the cost to the NHS of the agreed wheelchair, which would meet the essential clinical requirements of the user.
- c) The user will meet the difference in cost between the agreed wheelchair and the preferred wheelchair.
- d) The voucher value will include an additional contribution towards maintenance and repair costs. This element is fixed and will not be affected by the actual expense that could be incurred by the user.
- e) The wheelchair is the sole property of the user however; the Wheelchair Service will need to inspect the wheelchair prior to a new voucher being issued. This will occur at the end of the current voucher period.
- f) The agreed contract will strongly recommended that insurance is taken out by the user to cover third party risk, fire, theft, accidental damage etc. Replacement of the wheelchair through insurance will be

the responsibility of the user. No additional voucher contributions will be provided during the contracted voucher period.

- g) As the wheelchair is the property of the user, Blatchford Clinical Services nor NRS cannot be held responsible for manufacturers recalls relating to the model. This remains the responsibility of the manufacturer or supplier. Any situation which results in accident or injury to any party or where the manufacturer's guidelines relating to safe and proper use are not adhered to are the sole responsibility of the owner of the chair.
- h) The wheelchair service may consider minor modifications to armrest and footrest assemblies only. Any accessories for the clients own convenience, which are not fitted as standard, will be at the clients own expense e.g. puncture proof tyres, spoke guards, trays, footplate or frame protectors and any other non-standard devices which do not affect the clinical need.
- i) The wheelchair service reserves the right to accept or remove users participating in the Voucher Scheme.
- j) A wheelchair provided under the Independent Scheme will be zero rated for VAT, for the user's contribution, under the current legislation.
- k) Only 1 wheelchair will be supplied at any one time under the Voucher Scheme.
- l) The voucher is not transferable and cannot be used to purchase equipment other than that specified on the voucher, or to purchase from a supplier other than the one named on the voucher. It cannot be exchanged for cash either in part or in full.
- m) Equipment purchased under the voucher scheme must be fit for purpose, meets all the clinical needs identified in the assessment and must not put the service user or public at risk. Vouchers to purchase powerchairs can only be issued following medical clearance and passing the driving assessment.

Appendices

Appendix 1 : List of agencies

Appendix 2: Referral forms

Appendix 3 Prescribing Matrix

APPENDIX 1. LIST OF OTHER AGENCIES MENTIONED IN THE DOCUMENT

District Nursing Service

Contact wheelchair user's GP practice

NRS Healthcare

Tel: 0344 8936375

Driving Standards Agency (DSA)

email customer.services@dsa.gsi.gov.uk

APPENDIX 2 Referral forms

There are 2 referral forms

1. GP referral form
2. Accredited referrers and powered wheelchair referrals



M00061 GP
Wheelchair Referral F



M00061 Wheelchair
Referral Form

APPENDIX 3: Prescribing Matrix



Prescriber Matrix