

Community Care Equipment Service: Care Home Guidance

1.0 Introduction

This document has been produced to establish the responsibilities for providing Community Care Equipment (CCE) into residential care homes and nursing care homes in Hull. It establishes the level of CCE which the Commissioners (Hull City Council and NHS Hull Clinical Commissioning Group) expect residential and nursing care homes to fund, to provide an appropriate and safe level of service to their residents.

This document has been produced with reference to the following published literature:

- The Department of Health (2004). **Integrating Community Equipment Services: Community Equipment and Care Homes.**
- National Association of Equipment Providers (2013) **Guidance for the Provision of Community Equipment in Care Homes.**
- **The Care Standards Act** (2000)
- Community Equipment Code of Practice Scheme (2011) **Code of Practice for Community Equipment: A Quality Framework for Procurement and Provision of Services**
- Care Quality Commission (2010) **Guidance and compliance essential standards of quality and safety.**

Regulation 16 of the Health and Social Care Act 2008 (Regulated Activities Regulations 2010) states:

“(2) The registered person must ensure that equipment is available in sufficient quantities in order to ensure the safety of service users and meet their assessed needs”.

The Department of Health (2004) states:

“Equipment should be provided by the care home if it is the type of equipment often required by its users as part of its statement of purpose.”

“For nursing care homes, equipment is highly likely to include, amongst other things, profiling beds, equipment such as pressure reducing and relieving overlays and replacement mattresses to maintain tissue viability (static and dynamic systems)”.

For the purpose of this document a ‘care home’ is defined as a Local Authority/ NHS registered care home, licensed by the Care Quality Commission (CQC) to provide services under the Health and Social Care Act (2008). Care homes may provide a range of care including intermediate care, palliative care and NHS continuing healthcare. This definition also includes Health and Social Care rehabilitation units and assessment units.

The CQC recognise that Supporting Living Services are harder to define. The guidance seeks to clarify the distinction between the regulated activity of ‘accommodation for persons who require nursing or personal care’ and ‘personal care’. For the purpose of this document, if the care provider/ residence is registered as providing accommodation for persons who require nursing or personal care they are considered to be in a care home placement and the care home should provide the equipment listed in appendix A. If the Service user is in receipt of housing benefit, the person lives in their own home and this document does not apply.

The Care Quality Commission state that providers who comply with the regulations will make sure that CCE is:

- Available in sufficient quantities to meet the needs of people who use the service
- Suitable for purpose
- Properly maintained
- Used correctly and safely
- Promotes independence
- Is comfortable.

2.0 Care home guidance objectives

- To achieve consistency and equity in the service offered to chronically sick and disabled people.
- For authorised prescribers of CCE to provide a clear and consistent approach to assessment of need and treatment or care planning for those Service users who reside in a residential or nursing care home.
- To enable maximum support to be directed to those people who have the greatest level of need, in a timely manner.
- To assist managers in the supervision of staff and with budget accountability / monitoring of standards.

3.0 Equipment into Care Homes: Principles

- 3.1 Service users in residential and nursing care homes will have the same rights to assessment and services as those living independently. The Community Care Equipment Service will not at any time, knowingly act to discriminate or affect people's rights at any time, put people's safety at undue risk or affect the health and safety of care home staff and other employees.
- 3.2 To be fit for purpose, the Commissioners expect that care homes of all types (residential or nursing care homes) will provide a range of different and appropriate types of CCE to meet a variety of individual needs. This is supported in the CQC document **essential standards of quality and safety: outcome 11 safety, availability and suitability of equipment**.
- 3.3 Where the person is resident in a care home establishment, the Commissioners recognise this as the person 'living in their own home'. However the care home is expected to provide CCE expected of such an establishment to carry out its functions properly. Hospital beds, standard pressure care mattresses and mobile hoists are recognised by many Community Equipment Services as standard CCE. The CCE needs of residents in care homes are not necessarily the same as those residing in their own homes as there is access to professionally managed 24 hour care.
- 3.4 The Department of Health (2004) states that care homes of any type should not accept a resident if they are unable to meet their assessed needs. Residential and nursing care homes must consider the need and financial implications of the CCE requirement for the patient group that they state they are able to admit.
- 3.5 The Community Care Equipment Service will work in partnership with the care home and will be able to offer temporary help in exceptional circumstances:
- 3.5.1 The Care Home is researching CCE and provision is for a short term period (no more than 6 weeks) to enable the care home to make an informed decision about their purchase.
- OR
- 3.5.2 Where the absence of a particular piece of CCE is temporary i.e. the existing is broken, not repairable and replacement equipment has been ordered.

Lack of adequate stock levels is not an acceptable reason for temporary unavailability.

AND

- 3.5.3 The provision of CCE in the short term (no more than 6 weeks) will either facilitate a hospital discharge, prevent a hospital admission or prevent a move to an alternative care home (with the CCE in place)

In these exceptional circumstances the Community Care Equipment Service will consider the provision of equipment from stock. If the CCE is not returned within the 6 week period (without an extension period agreed with the lead commissioner), an invoice will be issued for the full purchase price to replace the CCE.

- 3.6 The exception to the above being a short term loan (less than 6-months) for use as part of a reablement/rehabilitation plan as agreed with a specialist service such as the intermediate care and long term conditions services.
- 3.7 The Community Care Equipment Service will supply non-stock special CCE (recycled or new) where there is an exceptionality of need. New purchase CCE will be subject to the specials panel procedure if greater than £500.
- 3.8 CCE provided by the Community Care Equipment Service will be for the exclusive use of the person for whom it was prescribed. Use of the CCE for any other person shall be considered a breach of contract. All occurrences of this will be referred to the Hull City Council Contracts Team for investigation due to the potential for maladministration of care, breaches of person centred care and theft.
- 3.9 Residential and nursing care homes are expected to review the resident on a regular basis in order to identify when funded CCE is no longer required and arrange for its prompt return.
- 3.10 Residential and nursing care homes are expected to have in place basic manual handling, mobility and lifting equipment. All items of manual handling equipment in the Community Care Equipment Service catalogue are considered basic manual handling equipment.
- 3.11 Residential and nursing care homes will meet the cost of all repairs arising from negligent damage, inappropriate use and the cost of replacement if lost of CCE provided on loan.
- 3.12 Day to day operational decontamination is the responsibility of the residential or nursing care home that must follow manufacturers' instructions, which will be provided at the time of issue.

4.0 Transferring into a care home

- 4.1 Before a person is admitted to a residential or nursing care home, the care home must undertake an assessment in conjunction with Health and Social Care professionals, to ensure that they are appropriately resourced to meet that person's needs.
- 4.2 When a person is admitted to a long term placement, all items of equipment that are the responsibility of the care home to provide must be returned to the Community Care Equipment Service (See appendix A for list of items). Equipment that should continue to be provided by the Community Care Equipment Service (non-contract specials) can be transferred into the care home. This will need to be arranged by an authorised CCE prescriber and undertaken by the Community Care Equipment Service.
- 4.3 The Community Care Equipment Service cannot provide CCE to facilitate a respite placement, as this is not the person's permanent/ main residence. Residential and nursing care homes need to ensure that a full assessment is undertaken before offering a respite placement to ensure that they have the necessary CCE required to provide the placement. Specialist equipment which is already on loan in the Service user's own

home may be taken into the care home by the Service user. This will usually be limited to specialist slings and will not include large items which require an equipment transfer by the Community Care Equipment Service e.g. chairs, beds and hoists.

5.0 Out of area placements

- 5.1 Before a person is admitted to an out of area residential or nursing care home, the establishment must undertake an assessment in conjunction with Health and Social Care professionals, to ensure that they are appropriately resourced to meet that person's needs.
- 5.2 When a person is admitted to an out of area placement the standard stock equipment must be returned to the Community Care Equipment Service. The authorised CCE prescriber will liaise with the receiving authority to clarify the process for equipment provision in that area.
- 5.3 If the Hull resident is in receipt of Specialist CCE provided on a long term loan from the Community Care Equipment Service, arrangements may need to be made for the equipment to be transferred with the resident. This will be done by the Commissioners who will invoice the new authority for the current value of the equipment. The new authority will become responsible for the on-going service and maintenance of the CCE.

Appendix A- Equipment into Care Homes

The responsibility for the provision of equipment in Care Homes (with nursing provision and without nursing provision) is as follows:

NCH- Nursing Care Home

RCH- Residential Care Home

CCES- Community Care Equipment Service

Item of Equipment	Care Home Setting		Comments
	Nursing	Residential	
Bathing Equipment			
Bath Seats	NCH	RCH	
Bath Board	NCH	RCH	
Bath Lift	NCH	RCH	
Bath Step	NCH	RCH	
Bath/ Shower Rails	NCH	RCH	
Hair Wash Basin/ Tray	NCH	RCH	
Portable Shower Screen	NCH	RCH	
Range of Shower Chairs	NCH	RCH	Close technical equivalents to the non-tilt in space shower chairs available as standard stock in Hull.
Tilt in Space Shower Chairs/ Cradles	NCH	CCES	Following assessment by an Occupational Therapist for postural needs.
Shower trolley/bed/changing table	NCH	RCH	These items are for multi person use and usually wall fixed shower benches.
Bed Accessories			
Back Rests (Inc. Foam Wedge)	NCH	RCH	
Rope Ladder	NCH	RCH	
Bed Raiser	NCH	RCH	
Mattress Variator	NCH	RCH	
Pillow Lift	NCH	RCH	
Lifting Pole	NCH	RCH	
Bed Rails and Bumpers	NCH	RCH	
Profile bed Accessories (e.g. Elland Bed rail)	NCH	RCH	
Bed Cradle	NCH	RCH	
Bed lever	NCH	RCH	
Over Bed Table	NCH	RCH	
Beds			
General Beds including beds with higher safe working loads/ extra-long and wide	NCH	RCH	
Hospital style beds to include; variable height, profiling, low / ultra-low profiling beds.	NCH	RCH	
Bariatric hospital beds	NCH	CCES	

Bed Extensions/ Mattress in fill for Profile beds	NCH	RCH	
Seating			
Range of Standard Chairs (High seat chair, winged chair etc.)	NCH	RCH	
Chair Raisers and Blocks	NCH	RCH	
Riser/ Recliner Chairs	NCH	RCH	
Specialist Chairs (e.g. Kirton Duo, Symmetrikit)	NCH	CCES	Includes Florian tilt in space chair.
Dressing Equipment			
Stocking Aid	NCH	RCH	
Tights Aid	NCH	RCH	
Long Handled Shoe Horn	NCH	RCH	
Mobility Equipment			
Walking Sticks	CCES	CCES	
Walking frames	CCES	CCES	
Wheels for Walking Frames	CCES	CCES	
Gutter Frame	CCES	CCES	
Crutches	CCES	CCES	
Forearm Gutter Crutches	CCES	CCES	
Four Wheeled Walker	NCH	RCH	
Wheelchairs			
Manual / Powered Attendant Push Wheelchair	NCH	RCH	See Wheelchair Services Guidance for further details.
Manual/ Powered Self Propelled Wheelchair	NCH	RCH	See Wheelchair Services Guidance for further details.
Wheelchair Accessories			
Low risk wheelchair cushion	NCH	RCH	
Wheelchair tray	NCH	RCH	
Ramps	NCH	RCH	
Patient Repositioning- For manual handling under Health and Safety at Work Act			
Small items such as transfer boards, slide sheets, one way glides, handling belts, T-roll, wedges etc.	NCH	RCH	
Four way glide systems, top sheet, turning slings etc. In bed repositioning systems.	NCH	RCH	
Stand and Turn Frame e.g. Rotunda	NCH	RCH	

Mobile Hoists	NCH	RCH	Including stand aids
Stand Slings (all items listed as stock in the CES catalogue)	NCH	RCH	
Non Standard Sling	NCH	CCES	Following Occupational Therapy assessment for individual assessed need.
Sleep systems	NCH	CCES	
Prevention and Management of Pressure Sores			
Foam Replacement Mattress	NCH	RCH	
Foam Overlay	NCH	RCH	
Alternating pressure overlays	NCH	RCH	
Dynamic Alternating Pressure Mattresses Replacement	NCH	CCES	
Foam (Low risk) Seat Cushion	NCH	RCH	
Air (High risk) Seat Cushion	NCH	CCES	
Toileting			
Bed Pan	NCH	RCH	
Commodes	NCH	RCH	
Raised Toilet Seats	NCH	RCH	
Toilet Frames	NCH	RCH	
Urinals	NCH	RCH	
Continence Sheets	NCH	RCH	
Tilt in Space Commode Chairs	NCH	CCES	Following assessment by an Occupational Therapist for postural needs.
Miscellaneous			
Drip Stand	NCH	RCH	
Perching Stools	NCH	RCH	
Kitchen Trolleys	NCH	RCH	
Suction Machine	NCH	CCES	
Other bespoke/ non-contract items			
	CCES	CCES	Subject to specials panel agreement of exceptional clinical need