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#### Hull Wheelchair Service Guidelines for Triaging Referrals

**N.B. If patient seen by clinician in the last 3 months refer back to the clinician concerned –
if clinician is on leave or unavailable and query is urgent then ask duty clinician to advise.**

Referrals to be processed following clinical guidelines below in the following circumstances by wheelchair administration team

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| Standard Manual Wheelchair Request  | Action Required  |
| Request for **short term loan** (Temporarily experiencing reduced mobility through injury or surgery (required for 3 months or less )Request for **long term loan** ( **6 months or more)**Adult between 5’ (1m 52cm) and 6’ (1m 83cm) in height and 7st to18st (114kg) in weight.Request for lightweight wheelchair either new or to replace existing manual wheelchair. Occasional user (4 times a week or more) mainly for use outdoors.Request for light weight crash tested chair outside of above remit. | Standard 8/9 type in appropriate size.Issue with standard attendant or Self propelling wheelchair as per measurements.If the chair is for outdoor use or the patient can walk short distances, please issue a Ben / Uni stock size between 16x16” and 20x17” with a standard foam 3” cushion where applicable, dependent upon measurements. If client has pressure sores or a waterlow of more the 15 please refer to duty clinician for their cushion.If under 18 stone and seat size is suitable please issue a Dash Lite . Select appropriately sized Action 2/3- between 15-20” wide |
| Replacement for existing accessories if still clinically appropriate NB please see special seating or cushion section below if relating to these items | Please check that no problems caused other than * age of item (check warranty and time item on issue for fair wear and tear) – please refer if item recently replaced
* if item has been lost/stolen then they will need to claim on their insurance.
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| Standard accessories for a standard wheelchair (new order) | Refer to attached list (Appendix 1) re appropriate accessories and pass through to Duty clinician where appropriate. |
| Request for a wider transit wheelchair | Transit wheelchairs can be out rigged up to a total of 3” extra on the seat width if needed. A replacement cushion may be required. |
| Request for wheelchairs for care homes for portering where no postural needs have been identified | Please send out care home refusal letter and support leaflets |
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| Children’s Requests | Action Required |
| Any buggy requested  | Refer to duty clinician to advise |
| Request for buggy accessories | Wheelchair service does not provide waterproofs/ sun canopies/ shopping baskets for wheelchairs or buggies.Patients can privately purchase these/charity funding themselves. Please see send appropriate letter |
| Request for wheelchairs/ buggies purely for school use | Refer to duty clinician. Duty clinician to contact children’s OT or Physio – Education to fund |
| Pushchairs and Buggies | These will not be issued to children under 36 months of age, except when special postural support is required. |
| Double (twin) Buggies/Tandem Wheelchair or buggy request for children with safety or behavioural needs | These may be supplied only where both children are disabled and meet the criteria for issue.Wheelchair service does not supply buggies or wheelchairs for this cohort.Please send out appropriate refusal/signposting letter |

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| Powered Wheelchair Requests | Action Required |
| EPIC/ EPIOC (powered Indoor or indoor/outdoor wheelchairs | Any powered requests are tasked through to Duty clinician team -  |
| EPOC (outdoor only occupant controlled) or EPAC (attendant controlled e.g. power pack) | Please send EPOC/EPAC refusal letter to referrer and send out appropriate refusal signposting letter. |

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| Cushions  | Action Required |
| Less than 15 Waterlow score (Unless they have a current pressure sore) for outdoor use < 4hours. | Standard foam cushions to be issued  |
| Regular indoor and outdoor use with Waterlow score of 10-15. (Unless already has a pressure sore) < 4hours. | Lowzone eco/standard cushion to be issued |
| If patient has a current pressure sore | Refer to clinical team as **urgent** |
| If Waterlow score is 16 or above and uses the chair for long periods of time throughout the day | Refer to clinical team for advise |
| If Waterlow score is 16-18 and they use the chair for less than 4 hours a day and have or have had no sore | Lowzone standard or equivalent to be issued |
| Is using a wheelchair for longer than 4 hours at a time or waterlow over 18 and has a current pressure sore. | Refer to clinical team as **urgent**  |
| * Cushions to have dartex covers unless otherwise requested. No need to refer for incontinence
* Wheelchair service to only supply one cushion and one cover at any one time.
* Wheelchair service do not provide cushions for static chairs – please advise referrer to contact district nurses or tissue viability team
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| Request for Trays | Action Required |
| Request for trays for ADL or to transport items | Wheelchair service do not provide trays unless for postural reasons.  |

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| Special Seating/Assessment  | Action Required |
| Has had a recent spinal or brain injury | Refer to clinical team as urgent |
| Has postural requirements | Refer to clinical team for advise |
| Requires clinical assessment | Refer to clinical team for advise |
| Request for additional set of special seating covers | Wheelchair service is unable to supply additional set. Families can purchase their own should they wish to do so –Please pass on suppliers’ telephone number them to contact supplier directly. |

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| Lost/Damaged/Stolen items | Action Required |
| If requesting replacement item in this situation then patient is responsible for the cost of the item. Contact NRS for the cost of the item  | If any concerns refer to clinical lead or service manager |

N.B. if you have any additional queries or concerns regarding the referral then please discuss with the duty clinician.

**Standard Accessories for issue to standard chairs**

* Standard vinyl cushions to suit the size of chair issued NB standard sizes are 15x16, 16x16, 17x17, 18x17, 20x17.
* 5” footboard extension (to give approx 10” depth in total)
* Stump boards for standard wheelchairs
* Anti tipping levers
* Lap straps
* Standard backrest extension of 6”, 9” or 12”.
* Bexhill Arm Supports
* Calf straps (2” webbing)
* All other accessory requests to be passed to duty clinician for quick fire question first.
Clinician to then determine if assessment or follow up phone call required.

List of Standard Wheelchairs

Standard buggy Excel Elise One size

Supportive buggy Snappi Size 1

Size 2

Paed Manual self-propelled Action 3 Junior Self-propelled 10x10-12

12x11-13

14x13-15

Paed Manual transit Action 3 Junior Transit 10x10-12

12x11-13

14x13-15

Standard steel self-propelled; short term loan Uni 8 13x

15x

16x

17x

18x

20x

22x

Standard steel Transit; short term loan Uni 9 13x

15x

16x

17x

20x

22x

Lightweight occasional user self-propelled Dash Lite 16x16

18x17

Lightweight occasional user transit Dash Lite 16x16

18x17

Lightweight regular user self-propelled Action 2 NG 16x16-17

18x16-17

19x16-17

Lightweight regular user transit Action 2 NG 16x16-17

18x16-17

19x16-17

Active user self-propelled Action 3 NG SP 16x16-18

17x16-18

18x16-18

20x16-18

Active user self-propelled Action 4 NG SP 22x

Passive tilt in space supportive Rea Azalea transit Medium

Special seating base Ben 9 NR Transit 17x17

Special seating tilt in space base Rea Azalea Base Medium

Indoor powered wheelchair Pronto M41

Indoor/Outdoor powerchair Invacare Fox

Indoor/Outdoor tilt powerchair Spectra XTR

Indoor/Outdoor MWD tilt in space powerchair/neuro TDX MNDA Neuro

Paed Indoor/Outdoor tilt powerchair Spectra Blitz