



REPORT TO: HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD

REPORT ON: OPERATIONAL GUIDANCE ON THE PROVISION OF OCCUPATIONAL THERAPY EQUIPMENT FOR CHILDREN AND ADULTS WITH DISABILITIES LIVING IN DUNDEE AND ANGUS

REPORT BY: CHIEF OFFICER

REPORT NO: DIJB26-2020

1.0 PURPOSE OF REPORT

1.1 To inform the IJB that a review of the Operational Guidance on the Provision of Equipment as assessed by Occupational Therapists has been undertaken jointly with Angus Health and Social Care Partnership and to seek approval for the revised guidance.

2.0 RECOMMENDATIONS

It is recommended that the Integration Joint Board (IJB):

- 2.1 Notes and approves the reviewed criteria for Occupational Therapy Equipment attached at appendix 1.
- 2.2 Note the work in progress to review the criteria for the provision of nursing equipment as outlined in 4.1.
- 2.3 Note the work in progress to create a more public facing version of the eligibility criteria as outlined in 4.1.

3.0 FINANCIAL IMPLICATIONS

3.1 None.

4.0 MAIN TEXT

4.1 Dundee and Angus Health and Social Care partnership recently combined their equipment loan services to create a joint service which is hosted by Dundee. The partnerships jointly provide community living and nursing equipment to support people at home with physical disability and illness. This can include, adjustable beds and mattresses, toileting equipment, seating accessories and bathing equipment. Equipment is provided following an assessment by a suitably qualified community nurse or Occupational therapy worker. It was identified that a review of the eligibility criteria for assessing, prescribing and ordering of equipment was necessary due to discrepancies between Angus and Dundee Occupational therapy services in how they prescribed equipment. It was also felt to be beneficial to provide greater clarity on the role of the prescriber and to create something that was more public facing.

4.2 This review was undertaken jointly by Angus and Dundee Health and Social Care Partnerships and overseen by the Dundee & Angus Equipment Stores Operational & Financial group. This is a multidisciplinary governance group which oversees the work of the service. The resulting document does not in fact make significant changes to eligibility criteria in Dundee but enhances the guidance around assessment for that equipment, and ensures consistent criteria applied

across Dundee and Angus Occupational therapy services. The Guidance note which has been developed is intended to provide greater clarity on the accountability for prescribing equipment and is included in the new criteria document.

4.3 The range of equipment provided in Dundee is still felt to be essential for the promotion of independence for our service users. This is considered to be a valuable intervention that provides good outcomes for people at an early stage and prevents more expensive less desirably outcomes through loss of independence. Significant consultation has been undertaken with the Dundee & Angus Community Occupational therapists to ensure a shared and consistent approach, for an integrated approach. In addition the draft guidance has been widely consulted on with a broad group of stakeholders through the Frailty Strategic Planning Group, the Dundee Health & Social Care Partnership (DHSCP) Cluster leads meeting, and the DHSCP Operational Management Meeting.

4.4 Once approved the intention would be to create a more public facing version of this document. It should also be noted that a similar exercise is in progress to review criteria for nursing equipment.

5.0 POLICY IMPLICATIONS

5.1 None.

6.0 RISK ASSESSMENT

6.1 Consideration has been given to any risks arising as a result of the reviewed guidance. As the eligibility criteria remains unchanged there is no additional risk arising from this report.

7.0 DIRECTIONS

7.1 The Integration Joint Board requires a mechanism to action its strategic commissioning plans and this is provided for in sections 26 to 28 of the Public Bodies (Joint Working)(Scotland) Act 2014. This mechanism takes the form of binding directions from the Integration Joint Board to one or both of Dundee City Council and NHS Tayside.

Direction Required to Dundee City Council, NHS Tayside or Both	Direction to:	
	1. No Direction Required	✓
	2. Dundee City Council	
	3. NHS Tayside	
	4. Dundee City Council and NHS Tayside	

8.0 BACKGROUND PAPERS

8.1 Operational Guidance on the Provision of Equipment for children and adults with disabilities living in Dundee and Angus.

Vicky Irons
Chief Officer

DATE: 9th July 2020

Jenny Hill
Locality Manager

Committee Report No: DIJB26-2020

Document Title: Operational Guidance on the Provision of Equipment for children and adults with disabilities living in Dundee and Angus

Document Type: Policy

New/Existing: Revised existing

Period Covered: 31/03/2019 - 31/03/2022

Document Description:

Revised eligibility criteria for assessing, prescribing and ordering of equipment from Joint Dundee & Angus Equipment Stores.

Intended Outcome: This criteria has been developed to ensure consistent and reliable criteria applied to ensure fairness and equitable approaches across Angus and Dundee Occupational Therapy services, in order to support each citizen of Dundee to have access to the information and support that they need to live a fulfilled life.

How will the proposal be monitored?:

The operational guidance will be reviewed in one year, and overseen by the joint coordinating group called the Operational & Financial Group for the Equipment Stores. The Joint Stores Governance group, chaired by Locality manager Jenny Hill, provides oversight.

Author Responsible:

Name: Claire Tester

Title: Integrated Manager, Community Independent Living services

Department: Dundee Health and Social Care Partnership

E-Mail: Claire.testers1@nhs.net **Telephone:** 07557386852

Address: Independent Living Centre (DAILCEC), Charles Bowman Ave., Dundee DD4 9UB

Director Responsible:

Name: Diane McCulloch **Title:** Head of Service, Health & Community Care/ Chief Social Work Officer

Department: Dundee Health and Social Care Partnership

E-Mail: diane.mcculloch@dundeecity.gov.uk

Telephone: 01382 438302

Address: Claverhouse, Jack Martin Way, Dundee DD4 9FF

A. Equality and Diversity Impacts:

Age:	Positive
Disability:	Positive
Gender Reassignment:	Positive
Marriage and Civil Partnership:	Positive
Pregnancy and Maternity:	Positive
Race/Ethnicity:	Positive
Religion or Belief:	Positive
Sex:	Positive
Sexual Orientation:	Positive

Equality and diversity Implications:

The Plan will contribute to improving outcomes for people affected by all of the above characteristics. The Equality Outcomes which have been revised as a result of the plan will take action to address potential negative impacts on people.

Proposed Mitigating Actions: Not applicable

Is the proposal subject to a full EQIA? : No

B. Fairness and Poverty Impacts:

Geography

Strathmartine (Ardler, St Mary's and Kirkton):	Positive
Lochee(Lochee/Beechwood, Charleston and Menzieshill):	Positive
Coldside(Hilltown, Fairmuir and Coldside):	Positive
Maryfield(Stobswell and City Centre):	Positive
North East(Whitfield, Fintry and Mill O' Mains):	Positive
East End(Mid Craigie, Linlathen and Douglas):	Positive
The Ferry:	Positive
West End:	Positive

Household Group

Lone Parent Families:	Positive
Greater Number of children and/or Young Children:	Positive
Pensioners - Single/Couple:	Positive
Single female households with children:	Positive
Unskilled workers or unemployed:	Positive
Serious and enduring mental health problems:	Positive
Homeless:	Positive
Drug and/or alcohol problems:	Positive
Offenders and Ex-offenders:	Positive
Looked after children and care leavers:	Positive
Carers:	Positive

Significant Impact

Employment:	No impact
Education and Skills:	No impact
Benefit Advice/Income Maximisation:	Positive
Childcare:	No Impact
Affordability and Accessibility of services:	Positive

Fairness and Poverty Implications:

DHSCP prioritises Health Inequalities and this includes activity which supports employment, work in deprived communities and money advice. DHSCP works in partnership with Children and Family services but has no direct responsibility for families with high numbers of children or single parents so no impact is anticipated.

Proposed Mitigating Actions: Not applicable

C. Environmental Impacts

Climate Change

Mitigating greenhouse gases:	No Impact
Adapting to the effects of climate change:	No Impact

Resource Use

Energy efficiency and consumption:	No Impact
Prevention, reduction, re-use, recovery or recycling waste:	No Impact
Sustainable Procurement:	No Impact

Transport

Accessible transport provision:	Positive
Sustainable modes of transport:	No Impact

Natural Environment

Air, land and water quality:	No Impact
Biodiversity:	No Impact
Open and green spaces:	No Impact
Built Environment	
Built Heritage:	No Impact
Housing:	Positive

Is the proposal subject to Strategic Environmental Assessment?

No further action is required as it does not qualify as a Plan, Programme or Strategy as defined by the Environment Assessment (Scotland) Act 2005.

Proposed Mitigating Actions:

Not applicable

Environmental Implications:

Not applicable

D. Corporate Risk Impacts

Corporate Risk Implications:

The risk implications associated with the subject matter of this report are 'business as normal' risks. The subject matter is routine and has happened many times before without significant loss. There is comfort that the risks inherent within the activity are either transferred to another party, shared equally and fairly between the Council and another party or are negligible.

Corporate Risk Mitigating Actions:

Not applicable

FOR IJB



APPENDIX 1

Operational Guidance on the Provision of Equipment for children and adults with disabilities living in Dundee and Angus

Version Number	Issue Date	Review Date
1.6	May 2020	May 2021
Approved By:		
Approval Date:		
Responsibility for Document: Claire Tester, Integrated Manager for Community - Independent Living & Professional Lead for Occupational Therapy - Dundee H&SCP.		

Contents

Section One Background

- Introduction
- Statutory and Policy Background
- Rational for the Provision of Equipment
- Eligibility Criteria

Section Two Operational Guidance

- Assessment
- Risk Assessment
- Roles and Responsibilities/ Trusted Assessor
- Provision and Authorisation of Equipment
- Equipment Criteria
- Equipment: servicing, maintenance and repair

Section Three Self Directed Support

Section Four Provision of Equipment for Care Homes

Section Five Performance

Appendix Section

Appendix 1 Seating Assessment

Appendix 2 Provision of Hospital Bed Guidance

Appendix 3 Fire Safety Information Leaflet for Service Users and their carers for Equipment issued by DAILCEC (Dundee and Angus Independent Living and Community Equipment Centre)

Section One Background

Equipment provision can help children, adults and older people with disabilities to live as full and independent lives as possible. Services involved with equipment provision include:

- Occupational Therapy
- Nursing
- Physiotherapy
- Sensory providers

The Dundee and Angus Equipment Store supports these services with the delivery, collection and refurbishment of equipment items loaned to people to use in their own homes in Dundee and Angus. The services work to joint criteria for the provision of equipment which will be outlined further in this document.

The Dundee and Angus Equipment Store also supports Education departments in Dundee and Angus with the provision, maintenance, refurbishment and moving of equipment loaned to school pupils.

All services are committed to enabling people to achieve their own individual goals/ outcomes through assessment, education, equipment/ adaptation provision, advice, support and guidance. We will ensure that:

- People and their carers are involved fully in their assessment
- People are provided with information about equipment and sources of supports and are able to make informed choices
- People are provided with advice, based on evidence and experience
- We recommend equipment that is safe and appropriate for people and carers to use
- Access to assessment is fair and consistent. There should be no discrimination on the grounds of race, disability, gender, age, sexual orientation, religion or belief or type of community setting. Staff should ensure that people with specific communication needs can participate in their assessment.
- We promote partnership working in relation to the provision of equipment
- We remove unnecessary barriers to people accessing the right equipment
- We provide necessary training to support the prescription of Equipment.

If the provision of equipment is not appropriate then this will be communicated by staff to all required parties. Our reasoning for our decision will be discussed and clearly outlined.

A range of adaptations can also be recommended and are covered by other operational guidance.

Other services may have their own operational guidance to support equipment provision. Our intention is that this guidance is developed to include this information.

1.2 Statutory and Policy Background

1.2.1 The Council and its partners have statutory duties to fulfil in relation to the provision of equipment and adaptations. Key legislation includes:

- Adults with Incapacity (Scotland) Act (2000)
- Adult Support and Protection (Scotland) Act (2007)
- Carers Scotland Act (2016)
- Children (Scotland) Act (1995) (Sections 22 & 29)
- Chronically Sick and Disabled Persons (Scotland) Act (1972)
- Community Care and Health (Scotland) Act (2002)
- Disability Discrimination Act (1995) and (2005)
- Education (Additional Support for Learning) (Scotland) Act (2004)
- Electricity at Work Regulations (1989) Portable Appliance Testing (PAT)
- Freedom of Information (Scotland) Act (2002)
- General Data Protection Regulations (2018)
- Health and Safety at Work Act (1972)
- Housing (Scotland) Act (2006)
- Human Rights Act (1998) Section 6, Schedule 1, Part 1 – All relevant articles
- Lifting Operations and Lifting Equipment Regulations (1998) (LOLER)
- Managing Medical Devices: Guidance for Healthcare and Social Services Organisations (2014)
- Manual Handling Operations Regulations (1992) Amended (2002)
- Mental Health Act (Scotland) 2007
- National Health Service (Scotland) Act (1978)
- Race Relations (Amendment) Act (2000)
- Provision and Use of Work Equipment Regulations (1998) (PUWER)
- Public Bodies (Joint Working) Scotland Act 2014
- Social Care (Self Directed Support) (Scotland) Act (2013)
- Social Work (Scotland) Act (1968)
- The Children and Young People (Scotland) Act 2014

Equipment Guidance

1.2.2 Scottish Government Guidance:

- Equipment and Adaptation Guidance (Scottish Government) (2009)
- Provision of Equipment in Care Homes (COSLA guidance)

Dundee and Angus Health and Social Care Partnerships as well as NHS Tayside will also have their own policies and guidance that staff should follow.

1.2.3 The Scottish Government published the National Guidance on the Provision of Equipment and Adaptations in 2009 which states that:

“Equipment and adaptations are an important part of an integrated community care service. They enable a wide range of people, including people who are vulnerable or who have complex support needs, to achieve their individual outcomes, to live in their home for as long as possible and to achieve a good quality of life”.

The guidance replaces and revokes all existing equipment and adaptation guidance, which had set out responsibilities under different services, and instead places a responsibility on local partnerships to decide what will be provided, how services will be arranged and funded.

1.2.3 The guidance provides definitions for standard and non standard equipment as follows:

<i>Standard Equipment</i>	Equipment which can be used to meet simple or non complex needs and does not need to be adapted for the individual, such as shower chairs, raised toilet seats, flashing doorbells.
Non Standard Equipment	Equipment that may require a specialist assessment and is bespoke, uniquely specified and sourced for an individual (e.g. communication equipment, specially designed seating or wheelchairs).

1.3 Rationale for Equipment Provision

1.3.1 The overall purpose of providing equipment is:

- To support people of all ages and disabilities who have specific assessed needs achieve their own individual goals/ outcomes.
- To ensure the focus of any provision is about what the person and/ or their relatives/ family/ carers want to achieve and how the provision of equipment will support this.

Equipment Guidance

- To increase or maintain peoples functional independence who have a permanent or substantial disability or to recover following surgery or an accident.

1.3.2 The following principles should be adopted:

- Assessments should take a fully holistic view of the person and their life when deciding with them what their goals/ outcomes are and what the possible options are to help them meet their needs.
- Person- centred principles and practice should underpin all work in relation to equipment and adaptations.
- Intervention should always be outcome focussed i.e. what will provision enable the person to achieve.
- People should be encouraged, supported and empowered to arrange their own solutions and have choice and control in what solutions they have.
- Advice and information should be available for people at the right time and should be clear, easy to understand and available in different formats.
- Provision should always be the simplest, most cost effective solution to meet people's assessed needs.
- Equipment should be provided in an efficient and effective manner.
- Equipment should not be withdrawn without appropriate alternative provision being in place.

1.4 Eligibility Criteria

To be eligible for equipment the person must:

- Live in Dundee or Angus
- Have a disability which makes it harder for them to live independently or be recovering from trauma and/ or surgery resulting in an acute short term problem
- Have a home where it is suitable, safe and accessible for them, their family, paid and unpaid carers to use the equipment
- Need, and be able to use, the item of equipment provided
- Meet the safe working load (SWL) of the equipment items.

At all times decisions will be made on the best use of resources.

Equipment can be provided on loan for people on holiday/ respite for up to 6 weeks in Dundee or Angus should they meet the criteria outlined above. In addition to this we can also assess children who are being looked after in Dundee or Angus either on a temporary or permanent basis.

Equipment Guidance

We must meet the person and view their home environment and complete an assessment of need. The equipment will only be issued if the item(s) are available in stock. For looked after children, we may need to liaise with the partnership area supporting the person as they be responsible for funding the equipment and or meeting any servicing costs.

CONFIDENTIAL

Section 2 Operational Guidance

2.1 Assessment

2.1.1 “Assessment can be thought of as occurring whenever one person, in some kind of interaction, direct or indirect, with another, is conscious of obtaining and interpreting information about the knowledge and understanding, or abilities and attitudes of that other person” (Derek Rowntree 1987, cited by Turner, Foster and Johnson in *Occupational Therapy and Physical Dysfunction, principles, skills and practice* 1992).

2.1.2 The principal of minimum intervention, maximum independence shall underpin all assessments. Alternative methods of managing should always have been tried and found not to have been successful. Preference alone should not influence the provision. An accurate assessment of need is required in all cases. Equipment can compliment a range of needs and interventions including rehabilitation and management of conditions.

2.1.3 Staff undertaking assessments must be clear about the need for their involvement, have the ability and competency to undertake an assessment and the skills to analyse and interpret the findings correctly.

2.1.4 Staff must ensure they are working to their Professional Code of Ethics and Professional Conduct Guidelines and comply with their governing body bodies standards for training, professional skills, behaviour and health.

2.1.5 Assessment is core to whether there is a need for the provision of equipment. Essential information to gather and discuss during the assessment includes:

- What are the key conditions the person is living with – how do these impact on the person? Do they impact negatively on each other? (e.g. consider mental health and wellbeing on the management of long term conditions)
- How is the person managing their long term condition(s)? Do they have support? Is there further support that can be accessed? e.g. self-management/ peer support/ self-help/ signposting to other services or referral to profession specific advice/ intervention
- What are the person's current needs and are there any risks?
- What are the person's anticipated long terms needs and risks?

Equipment Guidance

- What does the person do in their day? (E.g. what is their occupational role(s)?) How effective are they in achieving this? How satisfied are they with how they manage?
- With regard to the activity that provision is being considered for – how is the activity being managed now? Could it be managed more effectively by doing it differently?
- What is the person's level of mobility – in and outside the home?
- What are the risks posed by the person's environment? What is currently happening to manage this? Is there scope to move/ rearrange/ change or remove anything in the home now? How adaptable is the property? Is a referral to the Fire Service required?
- Have the person's circumstances been considered by other services? How do they deem the person's current situation?
- Does the person have capacity or does a responsible other/ representative need to be involved in the assessment?
- Are there other people living with the person? What are their needs? Will the recommendations for the person affect other household members?

2.1.6 All staff must consider the known contraindications associated with the provision of equipment items as part of their assessment. They must ensure that they have sought advice from colleagues and/ or their manager if they have any concerns about the suitability of the equipment. Information is available on ELMS to support staff assessing for and considering the appropriateness of equipment items but specific details must be checked with the manufacturer/ supplier as appropriate.

2.1.7 Where solutions are being considered for a person it is vital that the long term view of their needs is considered when recommending solutions to meet the person's outcomes.

2.1.8 Staff must ensure they have considered the person's weight in relation to the safe working load of the equipment. If staff need to obtain the person's weight they can request the Marsden scales to be delivered via the store. All requests should be placed on ELMS.

2.1.9 Staff must be honest with people if they have concerns about providing equipment items and be clear on their reasoning.

2.1.10 All staff must complete assessments within their agreed service timescales and have written evidence to support any equipment requests.

Equipment Guidance

2.1.11 The assessment must be discussed with the person and/ or their representative and written confirmation about their agreement to the assessment is preferable.

2.1.12 Where there is disagreement on the assessed equipment needs of the person, staff should liaise with their colleagues and/ or manager to resolve the matter.

2.1.13 Timing of assessment and interventions can be difficult to manage. People will respond differently to being diagnosed with conditions and accepting and understanding of what this means for them and family members. We should be understanding of this and adapt our approach as required.

2.1.14 People and their families should be informed of reasonable timescales to expect. Any changes to the timescales or delays should be discussed sensitively with them.

2.1.15 We will all try to provide an efficient, prompt and integrated approach to equipment provision for people to ensure that solutions are identified and delivered in a timely fashion.

2.1.16 All service users should be informed of what will happen with their personal data and how it will be used to support them receiving equipment.

2.1.17 All staff should be aware of Child and Adult Support and Protection legislation and raise any concerns with their line manager.

2.1.18 Staff must consider the need for referral to the Fire Service to ensure people's safety in their home. Staff should consider Fire Safety issues when assessing people's needs and record the offer of this service or otherwise within their assessment documentation.

2.1.19 All case contacts/ observations must be completed within the specified timescales for their service area and recorded in the agreed manner – electronic/ written notes.

2.2 Risk Assessment

2.2.1 The aim of any risk assessment is to identify potential hazards and find ways to manage them. It is not about removing risk; it is about minimising the potential harm of these allowing the person to live positively in their home with risk. Risk assessment is inherent of all the assessment and planning processes for staff.

2.2.2 Where there is uncertainty about making provision of a particular equipment solution, either because it is not standard practice or

because there are significant concerns about safety, a risk assessment should be completed to support staff in their decision making. Staff should use the documentation within their service area to support them. These should be shared appropriately with other services.

2.2.3 The risk assessment should cover the following areas:

- Does the person have capacity? Do they understand what's involved? Or does the person who is responsible?
- What is the activity? What are the risks? How severe are the risks? How likely are they to happen?
- How will the activity be managed? What are the steps and stages?
- Is the person engaging with the risk assessment?
- What safety measures can be put in place to minimise risk at any stage? (remembering that we can never eliminate any risk)
- What are the consequences of something going wrong?
- What can be done if something does go wrong?
- What action should everybody take? Does the person understand this? (and/ or family/ responsible person)?
- Do they accept the risk and potential consequences of something going wrong?

2.2.4 The risk assessment should be completed in conjunction with the person and their family/ carers (where appropriate) and other relevant staff/ services. This ensures that any provision is based on an open, transparent and mutual discussion of the risks involved and the possible solutions to manage these risks.

2.2.5 Copies of the risk assessment should be issued to the person and any other required staff/ service providers.

2.2.6 Professional support can be provided by colleagues/ seniors or managers.

2.2.7 The decision whether to provide the solution may need to be jointly discussed between the assessor and their manager with consideration being given to the assessment and the risk assessment.

2.3 Roles and Responsibilities

2.3.1 Recommending Equipment – where you have assessed a person/ client in need of a piece of equipment and you make recommendations with your clinical reasoning identified in their personal records and refer onto other services. The acceptance of the referral by the other service means that they will accept the

Equipment Guidance

responsibility and accountability to assess and determine the equipment provision for the person.

2.3.2 Prescribing Equipment – where you have assessed a person/ client in need of a piece of equipment and identify this equipment specifically to be provided to them. This makes you accountable and responsible for the safety of the person/ client in using this item, ensuring the equipment can be used safely in the person's home environment and responsible for any training required.

2.3.3 Fitting of Equipment- The prescriber of the equipment is responsible for advising of any specific information required to meet the person's needs i.e. height of a toilet frame. The store driver delivering and fitting the equipment is responsible for ensuring it is fitted safely and in line with manufacturer's guidance and follows any other specific fitting instructions given by the prescriber. The store driver must report any issues with the fitting of the equipment so a decision can be made on whether the equipment should or should not be fitted. The Prescriber is ultimately responsible for any equipment item being fitted and ensuring its suitability in meeting the needs of the person.

2.3.4 Demonstration of Equipment – demonstrating how to safely use a piece of equipment is the responsibility of the prescriber.

2.4.5 All staff involved in the provision of equipment in Dundee and Angus must be competent. To determine a person's competency a Trusted Assessor Programme is being developed to support the provision of equipment.

2.4 Provision and Authorisation of Equipment

2.4.1 The Dundee and Angus Equipment Service (Equipment Service) supports the delivery, collection, refurbishment and maintenance of equipment for Occupational Therapy, Community Nursing and Physiotherapy services.

2.4.2 Staff must complete the online ELMS Access Training Modules and use any operational guidance to ensure they comply with the operational guidance for equipment provision.

2.4.3 A comprehensive list of contract stock equipment can be obtained from ELMS.

2.4.4 Equipment must meet best value though the most economical option must meet the essential need of the service user.

Equipment Guidance

2.4.5 Equipment issued by referrers belongs with Dundee and Angus Health and Social Care Partnership. It is provided on loan for a temporary basis, free of charge. People receiving the equipment will be asked to sign an agreement outlining the loan arrangements for the items.

DILCEC, Charles Bowman Avenue, Dundee DD4 9UB
Dundee Tel: 01382 307630. Angus Tel: 01382 307631

Page: 3

Client Copy

Ref: ~~MS 0007/21/2019/008~~

DD4

Jny Date: 06/01/20

I have received this equipment supplied to me on loan under the chronically sick and disabled persons act (1972). The equipment being loaned to me is the property of the Dundee Health & Social Care Partnership.

I agree to undertake these responsibilities;

1 I agree to not use this equipment until it has been fitted and instructed by experienced staff and to cooperate with the staff .

2 I agree to use any equipment provided appropriately and according to the recommended use.

3 I agree to keep the equipment in good order and not to tamper, or damage it in any way. Failure to keep the loaned equipment in good order may render me liable to pay for the cost of repair or replacement of the equipment.

4 I will return the loaned equipment when requested, or no longer needed, and not in use. I will contact the Equipment services to arrange for collection - tel 01382 307630 Dundee or 01382 307631 Angus

5 I agree to notify the Equipment Service of any change of address by contacting the service on 01382 307630 Dundee or 01382 307631 Angus immediately.

6 I agree that I will not dismantle any equipment or attempt to make any modifications or repairs to the equipment loaned to me.

7. I agree to provide access to the home when this is requested for any ongoing service and maintenance required.

8 If the Equipment has a fault and requires a repair please call 01382 307630 Dundee or 01382 307631 Angus between Mon-Fri 08:30am - 5pm or If you require a repair during the hours of 5:00PM-8:30AM MONDAY TO FRIDAY & ALL DAY SAT & SUNDAY to a Profiling Bed or Mobile or Tracking Hoist or an Air Mattress please call 01382 432260 Dundee City Council Social Care Response Service who will arrange for an Engineer to visit ASAP.

Sign Date as signed on handheld device.

Print

Please note that if you are loaned a profiling Bed or Riser/Recliner chair you should not dispose of your own furniture as the loaned equipment is not a replacement for your own furniture but on loan for a current medical condition.

PRICES ARE FOR INFORMATION ONLY & THIS IS NOT AN INVOICE PLEASE DO NOT PAY ANYTHING

2.4.6 Daily living aids are more readily accessible for the public to buy and staff can encourage people to self purchase wherever possible whilst ensuring that individuals have the right information to support the purchase of appropriate aids. Information and advice should be provided on VAT exemption on the grounds of disability.

2.4.7 Daily Living Equipment items costing under £50 will not be funded

Equipment Guidance

unless it is an agreed contract stock item.

2.4.8 Staff must record the required information on ELMS to support the ordering, delivery and fitting of equipment. If staff want equipment delivery only and not fitted, this should be clearly recorded on the request.

2.4.9 User instructions must be issued with all equipment items. The person, family members and/ or carers must understand how to use the equipment safely and be able to assemble/ disassemble equipment and clean/ maintain equipment. They should also be able to recognise when their might be an issue with any of the parts on the equipment and be informed to raise any issues with the prescriber and/ or the equipment service.

2.4.10 If the person does not agree to use the loaned equipment as prescribed a decision will need to be made on whether the equipment can be loaned to the person or not. If the equipment can be loaned but there are acceptable risks with the provision, the prescriber must complete a risk assessment and share this appropriately.

2.4.11 All equipment items delivered should be reviewed by the prescriber within the agreed review timescales for their service area. The purpose of this review is to check that solutions provided are meeting the assessed needs of the individual. Staff should also identify the need for any ongoing reviews relating to the provision of equipment and ensure that appropriate mechanisms are in place to support this.

2.4.12 If there are any changes to the service users circumstances which may affect the provision and/ or ordering of equipment, staff must immediately inform the equipment service.

2.4.13 All collections must be logged on ELMS. Staff should encourage people to have equipment collected when the items are no longer required.

2.4.14 In the event that a service user moves out of the Dundee or Angus area they must be informed that they can not take their equipment items with them unless this is with service approval. Staff can provide support in referring people to the local authority they are moving too.

2.4.15 There is separate criteria for equipment provision for people who live in a care setting to meet national guidance. The document

Equipment Guidance

“protocol for the provision of equipment in care homes” can be found online at www.cosla.gov.uk.

2.4.16 Certain equipment items ordered on ELMS require professional and budgetary authorisation. Staff will be prompted within the system to complete required justification reports. All approvals by managers or designated others will be added to ELMS. Equipment will not be delivered until appropriate authorisation has been completed on ELMS.

2.4.17 Approval from the Equipment Service Budget Holder must be obtained for equipment over £1000.

2.4.18 Where required staff should liaise with the equipment service to identify what company's should be approached to quote for equipment items that are not stocked by the equipment service or are considered as a special order. The equipment service will arrange for any company's to be added to Dundee's procurement system however there may be a delay in arranging this which may impact on their ability to place an order.

2.4.19 All quotations should be uploaded to ELMS.

2.4.20 To ensure best value, two quotations must be sought where more than one supplier or manufacturer can meet the specification for the equipment item.

2.5 Equipment Criteria Personal Care

2.5.1 Basic Personal Care Equipment

Basic bathing equipment such as bath boards, bath seats, shower seating may be recommended following assessment to enable people to bathe/ shower independently and/ or safely with carer assistance.

Consideration should be given to providing equipment for the main place the person will attend to their personal care. Equipment cannot be provided for both a bath and a shower.

Where a person requires to bath using prescribed treatments, the person should have an assessment by a community nurse who will consider whether a bath aid is appropriate to provide.

Alternative personal care aids to those listed as our contract stock items are available. Non stock items may be considered when it can be demonstrated that stock items do not meet the person's needs or are unsuitable for their environment or household composition. The provision of non-stock items must enable the person's needs to be met for the foreseeable future.

2.5.2 Wheeled Shower Commode Chairs

Some wheeled shower commode chairs may be recommended following assessment to enable people to access a shower area when they are unable to mobilise safely and require to sit whilst showering. There should be suitable space within the home environment to use and manoeuvre the wheeled shower chair.

A shower commode chair may also be provided to support the person with toileting (either as a commode or the seat over your toilet).

Wheeled shower seats are component based and should be tailored to suit individual's needs. Provision should take into account the changing needs of the person and the suitability of postural supports.

People assessed for a mobile shower chair should be assessed for an appropriate lap or postural belt. This should be ordered on ELMS in conjunction with the other required components. A Medical safety warning was issued in April 2015 highlighting the possible risk of serious injury or death from using equipment items which include posture or safety belts. The belts should be fitted at time of delivery unless requested not to by the referrer. The belts should be compatible with the shower seat they are being fitted to. Any risks arising from the use of the safety or postural belts or non-compliance in use the safety belts

should be identified. Consideration should be given to the need to record this information in the person's manual handling plan/ risk assessment or on their ELMS order.

Consideration should also be given to how the person will transfer or be transferred on/ off the mobile shower chair to ensure safe manual handling of the person and/ or carers.

2.5.3 Shower Trolleys

Shower trolleys may be recommended following assessment where the person is unable to manage in a shower chair and/or the person has additional changing needs that would be safer to manage.

Shower trolleys can be either wall fixed or mobile. Consideration must be given to how the trolley will be used and the space required to support this. Consideration must also be given to the current and future needs of the person and whether there will be any significant changes in their height and/ or weight.

Consideration should also be given to how the person will transfer or be transferred on/ off the shower trolley to ensure safe manual handling of the person and/ or carers.

2.6 Equipment Criteria Toileting

2.6.1 Basic Toilet Equipment

Basic toileting equipment such as raised toilet seats, free standing toilet frames, frames with a seat attachment, floor fixing frames may be recommended following assessment to enable people to use their toilet more easily, safely and independently.

Consideration should be given to providing equipment for the main toilet used by the person. At times, equipment may need to be considered for a second toilet however this should not be encouraged.

A standard commode (free standing or wheeled) can be loaned if the person is unable to access their existing toilet and will be safe and independent in its use.

If the person is having difficulty with cleaning themselves after toileting, advice can be provided on basic aids that may support them. Alternatively, it may be appropriate to consider recommending a wash/ dry WC. Please refer to adaptation criteria for this type of solution.

2.7 Equipment Criteria Chair Accessories and Seating

2.7.1 Chair accessories

Chair accessories such as raisers may be recommended following assessment to enable people to transfer safely on/ off their chair. Adjustment to the chair will only be considered when it is technically feasible to fit basic chair raising units or the chair can accommodate a foam cushion.

Consideration should be given to providing equipment for the main seat used by the person. At times, where the person's seat is not suitable for raising or they only have a settee, we will consider raising this.

Chair raising units can also be recommended to support use of manual handling equipment.

Chair raising units will not be fitted to rise/ recline or other types of seating.

Where a chair or settee cannot be raised, advice should be given regarding the specific requirements for the person to purchase a new chair.

If the person has been provided with advice on seating and they have purchased an unsuitable chair, chair raisers or cushions will not be supplied.

2.7.2 Orthopaedic Chairs

A limited number of orthopaedic chairs are held in stock at the equipment service and should only be issued on a temporary basis where the person has no suitable seating and is unable to source alternative seating and there are immediate concerns for their safety.

People should be encouraged to source their own suitable seating.

2.7.3 Rise Recliner Chairs

People will be encouraged to purchase their own rise and recline chair. A rise and recline chair will only be loaned if it is available in stock at the equipment service. People should be advised that we cannot guarantee ongoing provision should the seat issued on loan become faulty.

Seating for children and adults with end of life care needs will be considered.

If a person has been provided with a rise and recline chair and then goes on to need manual handling equipment to support their transfers, consideration must be given to the compatibility of the equipment with the chair. Consideration must be given to whether there is still a need for the seating.

2.7.4 Specialist seating – Children and Adults

Specialist seating for children and adults may be recommended following assessment to enable people to achieve and maintain a safe and comfortable seated position and to support them engaging with activities of daily living as well as promoting social inclusion and dignity.

Specialist seating will also be considered where the person will otherwise be confined to a bed or wheelchair or is at high risk of pressure issues and there is evidence that this is not within the best interests of the person.

A joint assessment to determine the need and type of specialist seating is encouraged and should involve key services involved with the person. The assessment should consider the changing needs of the person.

A seating assessment report should be completed and uploaded to ELMS for consideration. See Appendix 1.

Consideration should be given initially to the suitability of any chairs in stock at the equipment service. If there is nothing suitable, consideration should be given to component type seating like that from ACCORA seating before any other type of specialist chair is considered.

All request for specialist seating (except ACCORA or similar chairs) will be submitted for approval to the equipment service budget holder.

Staff should liaise with the Wheelchair and Seating Service (TORT) where the person has a prescribed wheelchair on loan. A wheelchair provided by NHS Tayside is considered as a medical aid to support the person getting from A to B. Assessment information relating to the person's seating needs should be shared and there should be good communication about the seating needs of the person both in relation to their wheelchair, other seating required within their home and their postural management needs.

Equipment Guidance

Seating provided for children or adults should be component based and adjustable to allow the equipment service to refurbishment the chair and allow the chair to be re-issued to more than one person.

Bespoke seating to suit specific needs of an individual will not be funded by the Equipment Service and staff should support people to access charitable funding.

Consideration must be given to where the chair will be used and how it will be used to ensure the environment can safely accommodate the chair and the risk of damage to the chair is minimal.

If a person requires use of manual handling equipment to support their transfers in/ out of specialist chair, consideration must be given to the compatibility of the manual handling equipment with the chair. Not all mobile hoists and stand aids are compatible for use with rise recline or specialist chairs.

CONFIDENTIAL

2.8 Equipment Criteria **Bed Accessories and Beds**

2.8.1 Bed accessories

Bed accessories such as raisers, bed levers, back rests, mattress inclinators or pillowlifts may be recommended following assessment to enable people to transfer safely in/out of their bed or to reposition in bed to maintain a comfortable position.

Consideration must be given to others if the bed is shared as equipment provision may also affect them and any adjustment should be suitable for all users.

Bed raising units can also be recommended to support use of manual handling equipment.

If equipment is added to a person's bed that may damage the base and or mattress, the person must be informed of this and consent to the risk prior to any provision.

2.8.2 Profiling Beds

A profiling bed may be recommended following assessment to enable people to transfer independently, to change their positioning independently, to manage their needs as their condition deteriorates, to support carers providing assistance to a person or to support the provision of manual handling equipment.

Aspects to consider when considering the need for a profiling bed:

- Why is a profiling bed required? What functions are required to support the person and/ or carers?
- What is the immediate environment like around the bed space and within the room?
- Will furniture or re-positioning of the bed be required?
- Will surplus furniture and the person's existing bed be stored away by family?
- Is the current bedroom the most suitable room for the person or does consideration need to be given to another room?
- If carers are involved, is there access on both sides of the bed? Is this required?
- Is there access to power sockets?
- Are manual handling aids being used? Is there enough space to support their safe use?

Equipment Guidance

Profiling beds should be provided only where there is suitable space for them – see Appendix 2 for the agreed space allowance and the supporting documentation on ELMS.

Where there are concerns about the provision of a profiling bed due to lack of space, the referrer must discuss the situation with their manager and seek confirmation of their approval. This decision should be recorded on ELMS on the supporting documentation for the order (under development). Where appropriate, a risk assessment should be completed to support the provision and shared with appropriate services/ providers.

Moving of furniture in the room or removal of surplus furniture to accommodate a profiling bed should be undertaken before the profiling bed is delivered. This is not the responsibility of the equipment service staff.

Cot side rails do not automatically need provided with profiling beds. Staff should consider the individual need for these and order as required on ELMS.

Profiling beds should not be provided:

- Where the provision of the bed contraindicates the safe use as detailed by the manufacturer.
- For people under 12 years of age, or by patients with body size equivalent to an average 12 year old or smaller unless a risk assessment has been completed deeming this a safe solution.
- Where the user would be unable to correct their position.
- Where the user will incorrectly use the functions of the bed increasing concerns for their safety.

Consideration must be given to what type of mattress is required. If a pressure mattress is needed, the provision including the bed and mattress must be ordered together by nursing colleagues or team moving and handling specialists in Dundee

The current style and size of profiling bed must be considered for the person as there are different widths and lengths of beds available.

Consideration should be given to the need for any additional assessments to support the provision of wider/ bariatric beds.

Bed rails will not be provided by referrers if the person has purchased their own profiling bed. Advice should be given on how the person can privately purchase a suitable rail(s).

Equipment Guidance

Referrers should also be aware of the MHRA guidance on the safe use of bed rails:

<https://www.gov.uk/guidance/bed-rails-management-and-safe-use>

A basic mattress will be recommended following assessment when the person is provided with a profiling bed.

OT staff can only prescribe standard cushions/ mattresses.

Nursing have the responsibility to assess a person's need for a pressure relieving cushion/ mattress due to the risk of pressure issues.

To ensure the safe ordering of an air pressure relieving cushion/ mattress, prescribers will be prompted to complete a checklist on ELMS when confirming the order. If there are any risks identified, the prescriber will be responsible for assessing the risks and deciding on the appropriateness to provide the equipment.

Prescribers will be asked to complete the following questions as part of the checklist:

- Is the client a smoker or lives with a smoker?
- Do they already have health equipment in place i.e. incontinence pads, oxygen, Emollient creams?
- Do they have a sensory impairment, cognitive impairment, learning disability, physical disability, mental health issues?
- Do they have a history of substance misuse?
- Do they have a reduced mobility?
- Is the environment uncluttered and clear
- Does the client live alone?
- Do they have smoke alarms?

An air pressure relieving cushion/ mattress must not be given if it is to be used near a fire, or if anyone smokes near the bed.

Prescribers should always read the manufacturer's instructions when prescribing equipment.

An information leaflet (see Appendix 3) should be given to the person. The prescriber must also consider referring the person to the Fire Service and inclusion of such risks must be documented and shared with the person and services involved with the person.

2.9 Equipment Criteria Manual Handling Equipment

2.9.1 Small manual handling items

Small manual handling aids such as transfer boards, glide sheets, handling belts, glide and lock sheets may be recommended following assessment to enable the person independence with their transfers or for family (or care staff in Dundee) to support them with transfers and/or positioning.

Glide sheets may also be recommended for provision to support carers fitting slings.

Care providers in Angus have a responsibility to provide small manual handling equipment items if they assess them as being required to support their staff working safely.

2.9.2 Standing and Positioning Aids

Standing and positioning aids may be recommended following assessment to enable the person to transfer when they still have adequate weight bearing ability but require additional support.

Standing and positioning aids can be any piece of equipment that supports a person with transfers and may or may not require use with a sling.

The person must have the cognitive ability to follow instructions to ensure their safety and that of carers.

Consideration is being given to aids like a Sara Steady and the safety of using these within the community setting. A review is to be undertaken to consider other similar aids available on the market and whether any of these are suitable for loan store provision.

Consideration on using this type of aid should also highlight whether it is safe for one carer to provide assistance. A manual handling plan and risk assessment may be required to support provision.

2.9.3 Mobile Hoists

Mobile hoists may be recommended following assessment to enable the person to transfer when they are unsafe transferring with a standing aid and/ or the standing aid would put the person and/or their carer at risk of injury. The person may also have fluctuating ability to weight bear or are considered as non-weight bearing and there is sufficient activity space to manoeuvre a mobile hoist.

2.9.4 Bed Hoists

Bed hoists (e.g. Doherty) may be recommended following assessment to enable the person to transfer where the person is unsafe transferring with a mobile hoist due to space restrictions.

This hoist is only for use at a person's bed and requires suitable activity space at one side of the bed for transfers.

2.9.5 Portable Tracking Hoists

Portable tracking hoists may be recommended following assessment to enable the person to transfer where the person is unsafe transferring with a mobile hoist due to space or weight restrictions.

2.9.6 Slings

Slings are used with stand aids and all types of hoists and the person must be assessed to determine what is suitable in meeting their needs.

Two slings of the same type can be issued to assist with laundering of the items.

Ideally, the same manufacturer of the slings for the hoist/ stand aid should be used. Prescribers should refer to their own service guidance in relation to manual handling and approach in managing sling/ hoist/ stand aid incompatibility.

Prescribers should refer to their own service guidance in relation to manual handling.

2.10 Equipment Criteria Daily Living and Access Equipment

2.10.1 Daily Living or Personal Care Equipment

Basic household equipment such as perch stools, kitchen trolleys and food preparation 'workstations' may be recommended following assessment to enable the person to participate in activities of daily living i.e. – washing dishes, meal preparation, transportation of items, ironing.

Perch stools may also be recommended when other basic bathing equipment does not support the person meeting their personal care needs or when unable to use a bath due to hip precautions post-surgery. The rationale to provide 2 perch stools must be clearly stated on the ELMS order.

Consideration should be given to providing one perch stool. At times, more than one perch stool may need to be considered however this should not be encouraged.

Food preparation workstations can be provided to support people being independent with food prep tasks. Advice can be given on other aids available to assist with meal preparation tasks that are available for private purchase.

People should be encouraged to self-purchase a kitchen trolley and should be provided with relevant information. Trolleys can be issued to determine whether a person will be safe in using one if they are available in stock. A kitchen trolley should not be used as an alternative to a walking aid.

2.10.2 Feeding and Drinking Equipment

Feeding and drinking equipment items such as hydrating drinking systems or mechanical feeding aids may be recommended following assessment to enable the person to meet their critical fluid/ nutritional levels. Other professionals involved in the care of the person may be involved in the assessment of any suitable aids.

Advice can be given to people on basic aids including cutlery, adapted plates and cups that are available for private purchase.

2.10.3 Sensory Equipment

Visual and hearing equipment items are assessed for and provided by specialist providers.

Equipment Guidance

Visual Equipment for Dundee Residents is assessed and provided by the Dundee Society for the Blind and Partially Sighted.

Thomas Herd House
10-12 Wards Road
Dundee
DD1 1LX
Tel: 01382 227101
<http://www.dundeeblindsociety.org.uk>

Hearing equipment items for Dundee residents is assessed and provided by North East Sensory Service (NESS).

Visual equipment and Hearing Equipment for Angus residents is assessed and provided by North East Sensory Service (NESS).

North East Sensory Service
21 John Street
Aberdeen
AB25 1BT
SMS: 07593 102004
Tel: 0345 271 2345
Email: info@nesensoryservices.org
<https://www.nesensoryservices.org/>

These arrangements are supported by separate service level agreements for Dundee and Angus.

Staff should refer to their own service guidance in relation to the specific content of the service level agreements.

People can self refer to this service or staff can refer on their behalf using the specific NESS referral form.

2.10.4 Portable Ramps

Portable ramps may be recommended following assessment to enable the person to independently access/ exit their home if they are unable to manage existing steps.

Portable ramps are only considered as suitable for occasional use and should not be left permanently in place at the person's home access/ exit. The person must have someone who is able to lift, position and store the portable ramp safely.

There is no recommended practice to support the provision of portable ramps in relation to achieving a safe gradient. This should be carefully

Equipment Guidance

considered to ensure the safety of the person and the carer assisting the person.

There should be suitable space to use the portable ramp to safely enter/ exit the person's home.

CONFIDENTIAL

2.11 Equipment Servicing, Maintenance and Repair

2.11.1 Service users must be informed of their responsibilities for accepting and using equipment on loan to them or their responsibilities in relation to maintenance and servicing of equipment.

2.11.2 The equipment service has a responsibility to ensure equipment issued on loan is safe and suitable for use and compliant under the Lifting Operations and Lifting Equipment Regulations (LOLER). The equipment service currently oversees all the required testing and maintenance of equipment issued on loan.

2.11.3 The equipment service provides or arranges all repairs, service and maintenance for equipment issued on loan. The Equipment service will contact service areas if a reassessment is required to support the provision of alternative equipment as an interim solution or there are concerns about the suitability of the equipment for the person.

2.11.4 Out of Hours and Office Hour arrangements are given to people with serviceable equipment so they can make the appropriate contact in the event of any faults/ breakdowns. Out of Office Hours are 5pm-8.30am Monday to Sunday. All communication should be made with The Dundee Health and Social Care Partnership Social Care Response Team on (01382) 432260. If they require assistance to transfer a person from equipment that is not working or to support the person, they will liaise with the Community Alarm Service. The out of hours arrangements cover the following equipment items:

- Track Ceiling Hoist (which Social Work are responsible for)
- Mobile Hoist
- Gantry Hoist
- Standaid
- Profile Bed
- Dynamic Mattress

Section Three Self Directed Support and Direct Payments

3.1 Section Self Directed Support (SDS) is the Scottish Government's strategy for putting people in control of their own lives if they need social care or support to help them live in the community.

We are committed to providing people who are in need of support with greater levels of flexibility, choice and control over how their support needs are met.

3.2 Occupational Therapy services who are main provider of equipment operate as a preventative service, and as such are exempt from SDS policies and procedures. However, there remains the option for a supported person to request a Direct Payment in order to purchase recommended equipment directly.

3.3 People can only apply for a direct payment for equipment that the OT service are responsible for e.g. some adaptations cannot be considered for a Direct Payment as the responsibility to fund these may lie with the landlord i.e. the Housing Association or NHS may be responsible for providing equipment i.e. wheelchairs.

3.4 Where an individual requests a Direct Payment to purchase equipment the following applies –

- The amount of Direct Payment will be based on the contract price paid for core equipment items.
- Where the item is a specialist piece of equipment we should obtain 3 quotes (where possible) for the item/adaptation and the amount of the Direct Payment will be the lowest cost.
- An additional amount will be paid annually in respect of servicing and maintenance. It would be the responsibility of the supported person to arrange the servicing and maintenance. The servicing and maintenance must be carried out by an appropriately qualified person.
- No additional amount will be paid in respect of an extended warranty or additional household insurance costs.
- Any repairs required outwith the servicing and maintenance will need to be notified to the equipment service and managers to ascertain whether the repair is due to misuse or wear and tear. Where the repair is a wear and tear issue the cost of the repair will be paid to the supported person as a direct payment. Where the repair is due to misuse, the supported person will be responsible for the cost of the repair.

Equipment Guidance

- If a piece of equipment is unable to be used due to a fault/repair issue consideration will be given to arranging a temporary replacement item if it is in stock at the equipment service to ensure the needs of the supported person can continue to be met. If a replacement item is not available then the supported person will be informed of this so they can consider how their needs will be met. Support for the person may be available from care management teams.
- If an item is no longer required it is the responsibility of the supported person to dispose of the item.
- Consideration will be given for a further direct payment if the equipment item is beyond economical repair or is no longer suitable for the individual.

3.5 If an individual/ supported person chooses to apply for a direct payment for equipment they should be informed of the following:

- Occupational Therapy Staff must be in agreement to the equipment being requested through a direct payment.
- The OT worker must be satisfied that what is being purchased meets the assessed needs of the service user, is safe and appropriate in meeting the person's needs and that of carers and that they understand the functions and features of the equipment so they will be in a position to provide necessary training on its usage.
- They will be responsible for providing any necessary documentation to support OT staff agreeing to the need for a direct payment. This information should include a full description of the solution, the costs for the equipment including any accessories.
- If the supported person employs their own carers through a direct payment they will be responsible for ensuring the health, safety and welfare of their employees. They need to ensure there is a safe working environment and they have proper working practices and provide training. The employer should do a Risk Assessment to identify potential risks and decide what action they need to take to reduce these risks.
- The employer should follow guidance from the OT Service and use equipment provided and ensure their carers / personal assistants use the equipment as intended and provide training for them as necessary. Failure to do this would risk invalidating their

Equipment Guidance

Employer's Liability Insurance and they could become personally liable if there was an injury to the Personal Assistant. It is also possible that the Local Authority could be named in any claim as they are funding the care package. Staff should seek guidance from the OT Team manager or the insurance section of Angus Council if they have concerns about the use of equipment.

- Moving and Handling Training can be organised by various organisations, including Dundee and Angus College and Positive Steps. The Local Authority should ensure they provide sufficient funding to pay for this training within the DP budget if it has been identified.
- User manuals for the equipment must be made available and be accessible for carers and OT Staff.
- The person must provide any required documentation to support/ evidence that the equipment is being maintained and serviced.

3.6 To process a Direct Payment for a supported person the OT worker must complete the required contract documentation and liaise with Finance.

Section Four Provision of Equipment for Care Homes

4.1 COSLA published a national guidance framework to Local Authorities in 2012 for local customisation. This guidance has been adopted by Dundee and Angus and has been circulated to Community Care Teams and NHS/ DN colleagues.

4.2 Copies of this documentation can be obtained through request to the Equipment Service.

4.3 The guidance provides clarity on responsibility for provision for the range of items people living in care homes may require, and makes a distinction between assessment and responsibility for provision. For example, care homes are responsible for providing the majority of basic items but can request a specific professional assessment to ensure the correct item is being purchased/ issued.

4.4 Staff should be aware of the changes in relation to seating and the potential need for Social Work to assess for and provide bespoke seating or bespoke accessories for specialist seating.

4.5 There can be a four week temporary loan period for equipment to allow care homes to purchase similar equipment. Temporary loan of equipment can also be considered where provision would prevent a hospital admission or allow a person to be discharged sooner from hospital. Equipment should be returned to the equipment service when it is no longer required.

4.6 Equipment loaned to a person in their own home cannot automatically be transferred/ taken for their use if they move into care/ have respite within a care facility. If there is a need for this to be considered all requests should be passed to the OT or Nursing Manager as well as consideration given in the guidance above.

Section Five Performance

5.1 All partners have a responsibility to attend equipment service operational meetings on a monthly basis. At these meetings, performance of the equipment service will be reviewed as well as any matters affecting the delivery, collection and maintenance of equipment.

5.2 Service areas will be responsible for obtaining their own user feedback.

5.3 The equipment service will circulate budget and performance information via established/ automatic reports from ELMS (stock system) to nominated/ specified managers/ partners.

CONFIDENTIAL

Appendix 1 Seating Assessment

Client Details

Name:

Address:

Postcode:

Phone number:

Medical information:

Pain:

Continence:

Behavioural considerations:

Goal of seating provision:

Prescriber Details

Name:

Address:

Phone number:

E-mail address:

Postural management assessment

Equipment Guidance

Overview of presenting posture: e.g slumped, leaning, sliding. State type of chair and any accessories/cushions being used

Posture	Description
Head (Position of head)	
Shoulders/Arms (eg. Shoulder rotation/elevation, position of arms)	
Trunk/Spine (eg. Scoliosis, kyphosis)	
Hips/Pelvis (eg. Anterior/posterior tilt, hip adduction/abduction)	
Knees (Position of knees)	
Feet (Position of feet)	

Skin integrity (does client have history of skin trauma? Do they have current skin trauma? If applicable, give info about grade of trauma)	
Is client to be moved around property in chair? If yes, who will be moving chair?	
How does client transfer in/out of chair?	
Other equipment to be used in conjunction with chair? (e.g. slings)	

Equipment Guidance

Activities in chair	
Ability to change own position	
Max time to be spent in chair	
Frequency in chair	

Recommendations

Measurements of service user (in mm)

	<i>Client (Current)</i>	<i>Recommended Chair</i>
<i>Service users Height</i>		
<i>Service users Weight</i>		
<i>Width</i>		
<i>Depth</i>		
<i>Seat to floor or footplate height (ie calf length)</i>		
<i>Armrest height</i>		
<i>Back height and angle</i>		
<i>Footrest angle</i>		

Clinical reasoning for Recommendations (eg. headrest, tilt-in-space, lateral support)

Following completion of the recommendation, consider should be given to all chairs in stock. If there are no suitable chairs in stock then a visit should be arranged with company rep. When a chair has been agreed with the seating champion, OT, service user and company rep a quote should be uploaded to ELMS along with this assessment for consideration by Team Manager OT and the Integrated Manager with responsibility for the Equipment Budget.

Appendix 2 Provision of Hospital Bed Guidance

Equipment Information required (ELMS Form)

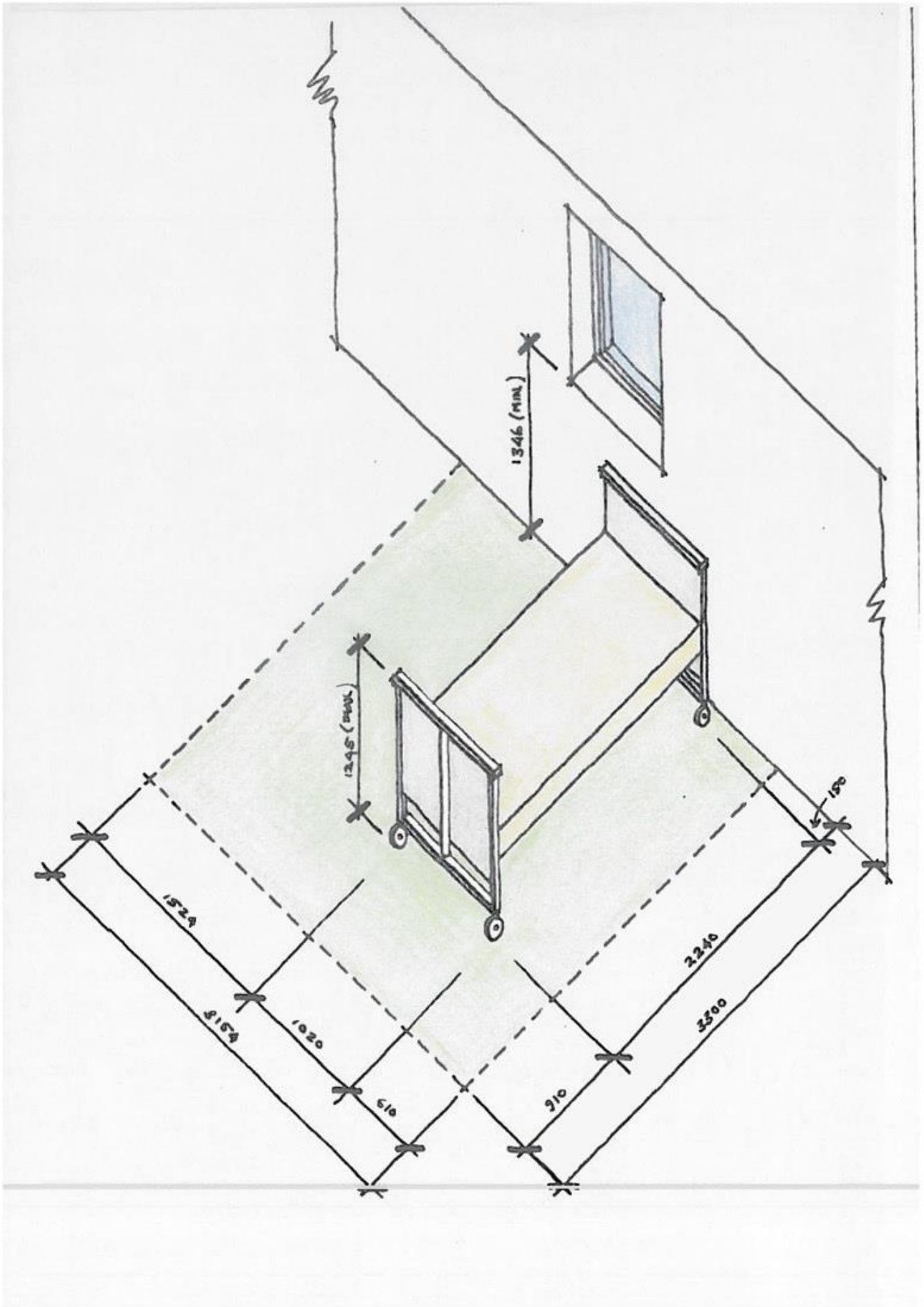
Patient Details	
Name:	
All questions to be answered	
Are there stairs leading to the property, if so how many: (written answer required)	
Which room is the equipment required to be located in:(Written answer required)	
Are we required to go up internal stairs if so how many:(written answer required	
If so is there a stair lift in situ:	
Have you advised the client that we require a clear pathway to the room:	
Have you advised the client that a clear area in the room is required for the equipment to be place/assembled and access to electrical sockets.	
Does the room in which the bed is to be located have a gas appliance, such as a fire, boiler or cooker:	

Equipment Guidance

If yes please confirm that you are aware that Scottish Gas do not recommend that anyone sleeps in a room where these appliances are present due to the fact that there is a risk from Carbon Monoxide poisoning and confirm that you have taken appropriate Gas Safety measures:

--

CONFIDENTIAL



Appendix 3 Fire Safety Information Leaflet for Service Users and their carers for Equipment issued by DAILCEC (Dundee and Angus Independent Living and Community Equipment Centre)

The following safety precautions must be taken into account when using the following equipment issued:

Air Flow/Alternating/Dynamic Mattresses

This is a mattress that has been provided for prevention and treatment of pressure ulcers. If there has been a puncture through e.g. smoking, use of candles or other sources, the escaping air can cause a fire to increase in intensity and spread very quickly.

It is essential that all naked flames, ignition and heat sources are well away from bed linen and the mattress by ensuring the following:

- Do not smoke in bed/or on the mattress
- Do not burn candles, use matches or lighters in the same room as the mattress
- Do not use electric blankets in combination with the air mattress
- Do not overload any plugs or sockets
- Do not have fires or open heaters in the vicinity of the mattress
- Do not put electronic devices being charged on the bed/mattress e.g mobile phones/lap tops
- Do not place hot items on the mattress e.g heated hairstyling appliances

Service users are reminded that they are more vulnerable to fire when:

There is an increased fire risk in their property due to the following:

- i) Health equipment – oxygen/air mattress/emollient creams (where there is a build up on bedding or other fabrics)/incontinence pads
- ii) Clutter
- iii) Smoking materials
- iv) Risk taking behaviour

Please ensure the following additional safety measures:

Smoke alarms and carbon monoxide monitors (if applicable) are fitted and are regularly checked to ensure they are operational.

Where emollients are being used, bedding must be washed at higher temperatures to ensure there is no oil residue.

If there is a gas fire in the living area it must be serviced and maintained on a regular basis by a gas safe registered engineer.

Ensure doors are closed when a room is not in use.

Ensure access/escape routes are clear in the event of fire occurring.

If you have any concerns, the local Fire and Rescue Service will offer free support and a home safety check.

CONFIDENTIAL