

CENTRAL STATE HOSPITAL
POLICY

SUBJECT: Wheelchair/Geriatric Chair Repair/Purchases

ANNUAL REVIEWS MONTH: July

RESPONSIBLE FOR REVIEW: Procurement and Services
Manager

LAST REVISION DATE: March 2008

PURPOSE:

- A. To ensure the timely and safe transportation of wheelchair/geriatric chairs for repair/modification.
- B. To provide a simple, effective and cost efficient plan for wheelchair maintenance and purchasing.
- C. To provide for more personalized, cost effective services.
- D. To ensure quick return of chairs to the client.

GENERAL:

Client's quality of life is dependent upon many factors, one of which is the ability to be as independent as possible, which may be directly related to levels of mobility. For many clients, a wheelchair (or geriatric chair) is the primary method of mobility. It is therefore of utmost importance that this equipment is safe, in good working order and available for use.

Wheelchairs and geriatric chairs have a wide range of cost from basic chairs to specialized power-chairs. The Services Occupational Therapist (OT) shall evaluate client's need, determine the type chair and adaptations/modifications needed and complete a Therapeutic Equipment Prescription (CSH-161). The OT therapist, in conjunction with the service area Business Manager and Service Chief shall insure purchases of wheelchair are done to meet the individual needs of the client. Procurement guidelines will be followed.

Service Chiefs are to insure mechanisms are in place to provide for daily cleaning, careful handling and routine services of the chairs to insure all equipment is operationally safe, in good working order and purchased in a cost effective manner. (Chairs should be cleaned with a cloth and disinfectant/deodorant spray and wiped dry). Any individual (client, staff, family) may contact the OT therapist who provided the equipment with a repair request. The OT therapist then evaluates the repair need(s) and, as necessary, initiates the repair process through the use of CSH Form 161,

Therapeutic Equipment Prescription. Fax the Therapeutic Equipment Prescription to Central Property Control (6242) or hand deliver to ensure prompt handling of the clients needs.

RESPONSIBILITY:

- A. Each Service Chief is responsible for assuring the safe and timely transportation of wheelchairs/geriatric chairs for repair. This responsibility includes the following:
1. Establish a priority system for chair transport:
 - A. Emergency repairs will be transported immediately (upon notification) by the Wheelchair Repair shop.
 - B. Minor repairs/replacements may be completed by the service area Therapist or O.T. and/or Wheelchair Repair Shop.
 - C. Routine repairs will be transported on campus as scheduled to the Wheelchair Repair Shop in the Lawrence Building by the Wheelchair Shop. **(IT SHALL BE THE RESPONSIBILITY OF THE UNIT STAFF TO ENSURE CHAIRS ARE CLEAN PRIOR TO BEING TRANSPORTED FOR REPAIR)** Schedules to be arranged with a minimum of 24 hours advance notice, when possible.
 - D. Major repairs/modifications as defined by a therapist that cannot be performed by the Wheelchair Shop will be completed by Outside Vendor. The designated therapist will assume responsibility for coordination of these services. Actual transportation of the chair will be done by the Service Director/designee.

NOTE: If there is disagreement over the feasibility of repairing a chair or replacing the chair, the service chief, in collaboration with the therapist, wheelchair repair staff and business manager will make the determination.

2. Establish an inventory of wheelchairs/gerichairs.
 - A. The inventory includes (the number and type of chairs in the service area, the make, serial number if available, location, and client's name.
 - B. The inventory list is updated as needed by the OT therapist, with copies maintained by the Service Area Business Manager and therapist.
 - C. The Service Area Business Manager will perform an annual audit of inventory.
3. Establish Assignment of staff to transport wheelchairs/geriatric chairs for repair, as follows:
 - A. Primary Responsibility: Wheelchair Repair Shop initiates chair transportation on routing orders.
 - B. Secondary/back-up Responsibility: Unit staff

assigned by Service Director/designee. Ensure that O.T. Department provides coordination of chair transport.

4. Specific chair "pick-up/drop off" sites will be identified and communicated to each unit by O.T.

O.T. Department places the chair (and all needed adaptations) at the Building "pick-up/drop off" site by 8:30 A.M. (or time otherwise agreed upon with transporter).

Repaired chairs from the Wheelchair Repair Shop are transported back to building between 9:00 a.m. - 4:00 p.m. unless notified otherwise by Wheelchair repair staff.

Central Property Control, Wheelchair Repair Shop will be responsible to:

1. Complete the repair process and transport back to building by 4:00 p.m. If chair(s) will not be ready, notify O.T. Department, who will in turn notify the unit appropriate personnel.
2. Complete any simple to moderate chair repairs **ON THE LIVING UNIT.**

B. Orthotic Durable Medical Equipment Services:

Chairs which require major repairs or modification will be provided by private vendors. Each Service Chief/Designee shall ensure appropriate procedures are in place to facilitate the transportation, purchase, repair, modification and payment of wheelchair services that are provided outside the scope of routine chair repairs that are done within the hospital repair shop.

MODE and MANNER OF TRANSPORT:

A. MODE:

A state truck or van will be used for transporting of wheelchairs/geriatric chairs. Employees must have a valid driving license to drive any state vehicle.

B. MANNER:

Wheelchairs/Geriatric Chairs will be placed in the state vehicle with care and consideration for both the equipment and the staff. If a power drive wheel chair is being transported, a van with a lift will be used to assure the chair is handled properly. Proper principles of good body mechanics and lifting techniques must be used when loading/unloading; wheelchairs are not to be stacked on top of each other; during inclement weather, chairs are to be covered or transported in a covered vehicle (if no covered vehicle is available,

transport may need to be delayed or rescheduled).

Approved:

This policy has been approved by the CEO and CMO on 06/09.