

**Leeds Wheelchair Service**  
**Referral Guidelines**



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## **Introduction**

Equipment will be prescribed according to the patient's clinical need following an assessment by the Wheelchair Service team. Individual solutions will be provided based on the recognised needs. Equipment is prescribed and issued for the sole use of the individual user and to meet their clinical needs. Whilst every effort is made to take into consideration the user's views the Wheelchair Service is sometimes unable to meet all extra requests of the user and the carer and a compromise/ agreement may need to be reached following discussion.

The Wheelchair Service reserves the right to review the eligibility criteria and provision on an annual basis.

## **Aim of the Service**

To provide a comprehensive service for people with mobility problems. This includes:-

- Assessment
- Provision
- Maintenance
- Review

A clinician working within the Wheelchair Service or an agreed prescriber will undertake an assessment and recommendations will be made. Whilst every effort is made to take user views into consideration, the Wheelchair Service is sometimes unable to meet all their, or their regular carer('s) requirements and whilst every effort is made to be flexible sometimes a compromise may need to be reached.

## **Accessing the Service**

The Wheelchair Service can supply a wheelchair, free of charge to any person who is registered with a Leeds GP and is lawfully entitled to reside in the UK and to receive NHS treatment for use in their own home. The person must also have a long term mobility problem and be classified as unable to, or virtually unable to walk indoors or outdoors. The equipment must also be required for longer than a twelve-week period.

The Wheelchair Service does not supply equipment for temporary or short term loan of less than 3 months. This type of loan/ supply of wheelchair is the remit of the Leeds Community Equipment Service (Assisted Living Leeds) who can be contacted on (0113) 3783300.

## **Referrals**

Written and electronic new referrals are accepted from GP's (GP referral) and Allied Health Professionals (Therapist referral). For patients who are already registered with the service there is a re-referral form back into the service (Re-referral).

'NB/ these documents are password protected, if you have not already been issued with a password please email: leedsth-tr.wheelchairs@nhs.net with your name, designation, location and full contact details to obtain a password'.

The referrer must complete the minimum data requirements (see Appendix 1) on the wheelchair services referral form. Established users registered with the Wheelchair Service, the user and/ or their carer(s) can contact the service directly for a re-assessment. Non Leeds residents who are hospital inpatients or attending residential schools within the city are accepted if funding has been agreed with the relevant purchaser units.

The service does not supply standard transit wheelchairs for residents in nursing or residential homes (see page 15)

NHS wheelchairs are not provided for the following:-

- School use only (joint funding considered with Education Leeds)
- Work use only
- Sporting activities only
- In place of suitable static seating (joint funding considered with Continuing Health Care)
- Transportation purposes only
- Children who can be accommodated in a standard retail buggy, unless supportive seating is essential
- Electric Powered Occupant Controlled wheelchairs or scooters for outdoors only
- Nursing/residential home pool/portering use only
- To manage behaviour

Referrals requesting a Personal Wheelchair Budget for wheelchairs/ buggies should be administered the same as a routine referral (above).

## Prescription

Where a **standard** wheelchair is required, a prescription from an Agreed Prescriber (therapists who have completed training and have demonstrated competences in the assessment and prescription of a standard wheelchair) can be accepted.

*Please Note:*

A referral and assessment **does not** guarantee provision of either a wheelchair or related equipment. The user must still fulfil the conditions within this document.

## Standard Attendant Pushed Wheelchairs

Following an assessment by Leeds wheelchair service an attendant pushed wheelchairs can be issued for individual use under the following criteria:-

1. The user has no, or significantly reduced, walking ability.
2. The user must demonstrate suitability through height, weight and posture for such a provision.
3. The user has a permanent or long-term medical condition which affects their ability to walk. Short term loan chairs for medical needs are supplied by Leeds Community Equipment Service.
4. The usage will be regular & provide significant improvement to quality of life.
5. There is sufficient evidence that the regular carer has the physical and cognitive ability for safe usage of equipment.
6. The user agrees to and complies with the locally determined Conditions of Loan.
7. Attendant propelled wheelchairs will not be supplied for hospital use only.

Transit chairs are intended to aid mobility – they must not be used as a substitute for an armchair.

In conjunction with this section, please refer to the guidance on page 15 – ‘Wheelchairs for Residents in a Care Homes’.



## Standard Self-propelling Chairs

Following an assessment by Leeds wheelchair service a self-propelling chairs will be issued for individual use under the following criteria:-

1. The user has no, or significantly reduced, walking ability.
2. The user demonstrates suitability through height, weight and posture for such a provision.
3. The user can demonstrate they are physically able to self propel the wheelchair.
4. The user can demonstrate cognitive ability to self propel.
5. The recommendation for a self-propelling chair has been made by a doctor or therapist, or medical approval has been requested following the clinical assessment.
6. The intended home environment for use is both 'safe' and 'suitable' for the supply.
7. The user agrees to and complies with the locally determined Conditions of Loan.



# Non Standard Wheelchairs

The user must meet the basic criteria as outlined in 'Attendant or Self-Propelling Chairs'.

Requirement for non standard chairs including Bariatric wheelchairs will be assessed on an individual basis for users and carers, based on clinical need and locally agreed criteria. Assessments will be undertaken by a Wheelchair Service qualified assessor and supply would normally be made from a locally agreed range of chairs to fulfil the user's clinical needs. If a patient requests to have a suitable chair from outside the centres preferred range there is the option of the 'Personal Wheelchair Budget' (see Page 16-17).

Additional considerations:

1. Assessment and the users past history show that the standard range of chairs do not adequately address the user's needs.
2. A non standard chair will enhance or maintain the best level of independence where the 'standard' chair does not.
3. The user agrees to and complies with the locally determined Conditions of Loan.  
( see appendix 6 for further guidance on Lightweight aluminium chair provision and active user self propel wheelchair provision)





## Wheelchair Provision for Children



Following an assessment by Leeds wheelchair service, an appropriate wheelchair or specialised buggy (from an agreed range of medical devices) will be prescribed for the child on the recommendation of the wheelchair therapist or agreed prescriber. A Buggy will only be provided if the child cannot be accommodated in a standard retail buggy.

The child will be required to meet the general criteria of issue for a standard wheelchair.

Additionally

1. Buggies will only be provided for children under 30 months old where there is a specific postural need that cannot be addressed by a standard retail buggy.
2. The child/ family/ carer agrees to and complies with the Conditions of Loan.



*Please Note:*

- Only one wheelchair will be provided per child to be used in all environments, eg school or home. This does not include powered wheelchair provision where a manual wheelchair or buggy is also provided.
- Rain covers, parasols, cosy toes and shopping trays are not routinely supplied for buggies or special pushchairs, as they are not necessary for mobility. However they may be provided in special cases for specific clinical need identified by Wheelchair Service assessor. Parents/ carers can purchase accessories privately from the supplying company or other retail outlets such as Mothercare or Argos.
- Where there is more than one child with mobility difficulties, or another child who is within the acceptable age range for normal transportation within a buggy, the parents may be offered a Personal Wheelchair Budget . Clinical need of identified 'main user' must take priority.
- Educational seating needs should be addressed by the Local Education Department.
- Communication aids may be fitted with prior agreement with the Wheelchair Service. The service must be informed when communication aids are to be replaced to ensure compatibility as at first time of issue.
- A buggy or wheelchair will not be provided as a means of restraint. However equipment may be provided if Health & Safety issues are identified following a full risk assessment and must comply with the DOH guidelines "Guidance for Restrictive Physical Interventions".
- Once a child reaches school age it is unlikely that a buggy will be considered but an alternative wheelchair provision may be considered if the child meets the requirements.

*Wheelchairs and buggies are not provided to manage behaviour.*

## Tilt in Space Wheelchairs



Tilt in Space wheelchairs will be issued to facilitate multi-positional caring for dependent wheelchair users where:-

The user has met the basic criteria as outlined in 'Attendant Pushed Chairs' and in 'Self-Propelling Chairs'.

Additionally

1. The user has significant clinical and postural needs, which cannot be met in any other wheelchair.
2. The user demonstrates suitability through height, weight and posture for such a provision.
3. The user must be unable to mobilise and spend more than four hours per day in the system.
4. The user will spend a significant time using the variable tilt function on the chair.
5. The user must be able to gain significant improvements in their posture and mobility from the provision of a Tilt in Space system.
6. A standard wheelchair with semi-reclining back and wedge cushion should be considered as the first option where a user needs to sit in a tilted position.

*Please Note:*

- A user is not eligible for provision of this wheelchair as a substitute for provision of an appropriate supportive armchair or if the user is continuing to make progress in their posture and ability.
- The needs of the main carer will be considered as far as possible but the clinical requirements of the user are the main priority for provision of this equipment.

Hospitals and rehabilitation units are expected to supply their own Tilt in Space wheelchairs to be used during rehabilitation.

## Seating Systems



**The user must have already met the criteria for wheelchair provision to meet their mobility needs** and this should be the **primary** reason for a Seating System referral (ie special seating for use within the users wheelchair) Seating systems are not specialist seats to replace an armchair need, or purely to provide school seating or a transport system.

Additionally

1. The user has to be a permanent wheelchair user or should require the use of a wheelchair for 50% of their daily routine on a long-term basis and therefore be able to benefit from the positioning/ postural control that the seating system provides.
2. The user has a clinical, postural requirement, which can not be achieved through provision of standard equipment.
3. The user should be “seatable” with appropriate equipment (using Chailey levels of seating).
4. The environment of intended use will be considered as far as possible but the requirements of the user are the main priority for provision of a seating system and chassis. The user’s environment should be able to accommodate the seating required.
5. The user agrees to and complies with the locally determined Conditions of Loan.

*Please Note:*

- Only **one** seating system will be provided.
- Please read in conjunction with ‘Criteria for Issue – Cushions’.
- 24-hour postural management is essential and the wheelchair/ system is an integral part of this. It is advisable that all relevant parties are involved in the initial assessment and to discuss postural needs with the user’s community therapist.
- The seating system provided is intended only for use within the wheelchair/ base and should **not** to be used as a substitute car seat.
- It is recommended that children attending assessments should be accompanied by their parents and/ or carer, the referring therapist and any other relevant person closely involved with the child.
- It is not possible to provide a special seating system for use in a privately purchased wheelchair due to issues relating to ownership /responsibility and liability.
- Special Seating will not be provided as an alternative to appropriate static seating.
- Spare covers can be provided when there is a continence need.

# Pressure Relieving Seat Cushions and Back Cushions

The user must have already met the outlined criteria for wheelchair provision to meet their mobility needs.

Additional information:

1. Pressure relieving seat and back cushions are only supplied for permanent wheelchair users registered with the service following appropriate assessment by a Wheelchair Service assessor (including chairs supplied through a Personal Wheelchair Budget).
2. Cushions for postural support will be supplied to users who have difficulty in maintaining symmetrical positioning and are issued following appropriate assessment by a Wheelchair Service assessor.

User preference will be considered but identified clinical need will take priority.

*Please Note:*

- Pressure cushions are not supplied from the Wheelchair Service to people for use in armchairs, portering wheelchairs or in cars – these can be accessed by other health care professionals through the Leeds Equipment Loans Service.
- Cushions may be issued for private wheelchairs but the following conditions must be met:-
  - The user must be eligible for the issue of a wheelchair by the Centre;
  - The private wheelchair must be deemed to be the most appropriate model for their needs;
  - The cushion shall not be determined by the user but will be identified by the Wheelchair Service therapist following assessment.

(Where a cushion is issued, the user must follow the manufacturer's guidance on care, maintenance)

Please read in conjunction with the guidance on page 11 – Seating Systems.



## Second Manual Wheelchairs

The user must have met the outlined criteria for wheelchair provision to meet their mobility needs.

Additionally

1. The user is wheelchair dependent and requires access and mobility on the upper floor of their home and has no appropriate means of transporting their existing chair to the upper floor.
2. The user agrees to and complies with the locally determined Conditions of Loan.
3. The second manual chair would be a basic model deemed suitable to meet the user's individual needs.

## Miscellaneous Items / Accessories

The following listed items are only supplied in accordance with assessment for clinical need to use with the wheelchair issued by the Wheelchair Service. All accessories must be used in accordance with manufacturers' and/ or MHRA guidelines.

### Amputee Boards

- will be provided according to specific clinical need.

### Belts

- Lap belts will be offered with all wheelchairs;
- Postural belts will be offered if a clinical need is identified
- Are not to be used for transportation only. Separate, appropriate tie down/ seat belts should be available within the transporting vehicle;

### Elevating Leg Rest Supports (ELRS)

- will be supplied if there is an identified clinical need for leg(s) to be raised up to a maximum of 180° or the user finds it difficult to position feet on standard footplates;
- a stability test may be required.

### Footboards

- will be supplied when the user has difficulty positioning feet on standard foot plates or the user's feet are extensively unsupported by standard footplates.

### Foot Straps

- will only be supplied to meet an identified clinical need and must comply with the DOH guidelines "Guidance for Restrictive Physical Interventions";
- cannot be supplied as a means of restraint or behaviour control.

### Harnesses

- will only be supplied for postural or health and safety needs following a full assessment and must comply with the DOH guidelines “Guidance for Restrictive Physical Interventions”;
- cannot be provided for transportation only;
- cannot be provided for restraint.

### Headrests

- will only be supplied for postural needs
- cannot be provided for transportation only.

### Medical Equipment Carriers

- may be fitted on to wheelchairs provided from the wheelchair service to accommodate portable equipment subject to a risk assessed by the Leeds wheelchair service technician/rehabilitation engineer.

### Privately Purchased Accessories/adaptations

- may be fitted subject to a risk assessment by a Leeds Wheelchair Service technician/Rehabilitation Engineer See Appendix IV

### Spoke Guards

- will be provided if there is an identified risk of injury such as catching fingers in rear wheel spokes.

### Trays

- will only be supplied as part of the seating system to enhance posture and communication;
- will not be supplied solely to replace desks in schools, dining tables in day centres or care homes etc.

### ***Please Note:***

- **Rain covers or sun shades are not supplied by the Wheelchair Service.**

## Wheelchairs for Residents in Care Homes

The Wheelchair Service will **only** issue a wheelchair to users who are resident within a nursing home or care home if this enables the user to achieve independence and they meet the criteria as specified in 'Self-propelling Chairs' and 'Electric Powered Indoor Wheelchairs'.

Attendant pushed wheelchairs may be issued if the resident fulfils the basic criteria and a standard portering/ pool wheelchair is unsuitable due to an individual's postural problems or bariatric (over 158kg) requirements

The user must agree to and comply with the locally determined Conditions of Loan.

*Please Note:*

- It is a requirement that Care Homes must provide an adequate number of their own portering/ pool wheelchairs for general purposes for use by staff, relatives or friends, this includes transit within the home and for day trips, outings, hospital visits.
- Chairs cannot be issued as-
  - a substitute for the provision of an armchair or dining room chair;
  - a means of controlling behaviour;
  - a 'portering/pool' wheelchair.
- Specialist chairs cannot be issued for occasional use.

### Existing Users

Wheelchair users moving into nursing or residential care will be able to transfer their existing wheelchair on issue with them into the care setting. However any wheelchair on loan to an individual by the Wheelchair Service is for the users sole use and cannot be used as a "portering/ pool" wheelchair. Chairs which are found to be used for this purpose will have to be withdrawn immediately. It will then be the responsibility of the home to provide an appropriate wheelchair for the user.

## Personal Wheelchair Budgets

The Leeds Wheelchair Service (LWS) is now offering Personal Wheelchair Budgets (PWB).

<https://www.youtube.com/watch?v=ahgeHqcn7V0>

As part of the assessment process, if an individual is eligible to receive a wheelchair from the NHS the service will:

- Carry out an assessment to establish the users clinical needs and discuss how a wheelchair can help them achieve their goals.
- Develop a personal wheelchair support plan with the user.
- Offer a personal wheelchair budget (PWB). This is an amount of money for a wheelchair to meet their assessed clinical needs.
- Advise the user on their options and assist them in deciding how they want to use their personal wheelchair budget (PWB).

The user will have the option to add to a PWB if they require additional accessories, features, or a higher specification of wheelchair than within the NHS range. They may wish to self-fund or approach wider agencies and charities for any additional funding.

They can decide to use a PWB in one of the following ways:

### **1) A Notional Personal Wheelchair Budget - A NHS Wheelchair - (No payment is required)**

- Use a PWB within NHS services.
- Accept the NHS wheelchair prescribed to them.
- All repairs and maintenance (due to fair wear and tear) will be carried out by the NHS at no charge.
- Equipment remains the property of the NHS and must be returned when it is no longer needed.

### **2) A Notional Personal Wheelchair Budget with Contribution - (Option to contribute to a NHS Wheelchair to upgrade or add additional features)**

- Allows the user or another agency such as a voluntary/charitable organisation the option to contribute to the PWB to upgrade or add extra features to the wheelchair prescribed. (Wheelchair therapy staff will offer advice and support to do this).
- The amount of a PWB is how much it would cost the NHS to provide a wheelchair to meet the individuals clinical need, the user will pay the difference between this amount and the cost of the equipment that they choose.
- All repairs and maintenance (due to fair wear and tear) to the wheelchair will be carried out by the NHS at no charge.
- Equipment remains the property of the NHS and must be returned when it is no longer needed.

**NB - The service is unable to provide refunds or exchanges for upgrades or additional features.**

### 3) A Third Party Personal Wheelchair Budget - (Access a Wheelchair from outside the NHS)

- Use a PWB to access a wheelchair of choice from an authorised suppliers outside of the NHS. (This option is only available when the wheelchair therapy team agree this is clinically appropriate and the chair chosen must meet the prescription given in a support plan).
- The value of the PWB is how much it would cost the NHS to provide a wheelchair to meet the clinical need and this will be issued in the form of a voucher. If a wheelchair which costs more than the PWB is chosen then the individual will have to meet the additional cost. Another agency/organisation could support them with this.
- At an assessment, our staff will provide details of the PWB, a copy of a personal wheelchair prescription, and a list of authorised suppliers that can be used to choose a wheelchair from.
- Once a wheelchair is chosen from one of the suppliers, the choice of equipment will need to be agreed as clinically appropriate by the NHS wheelchair therapist prior to ordering/purchasing the equipment.
- A PWB can only be used for the same category of wheelchair e.g a PWB for a manual wheelchair must only be used to purchase a manual wheelchair.
- After purchasing equipment the individual can apply for an annual contribution towards the cost of repairs and maintenance for the chosen wheelchair.
- They will not have access to the NHS free repair service.
- They will become independent of the Wheelchair Service during the PWB period.
- They will own the wheelchair and be responsible for the upkeep, repair, maintenance, insurance and any other associated costs.

#### How long does a Personal Wheelchair Budget last?

Each PWB will be unique to the individual and the length of the PWB will be dependent upon the individual prescription. A typical adult wheelchair lasts 5 years. For children, changes are needed more often as they grow, typically around 3 years. This may also be the case with some medical conditions where wheelchair needs can change quickly. Once a personal wheelchair budget is handed over, the wheelchair service will not be able to offer something else if the individual changes their mind. However you may ask for a review should their clinical needs change.

#### Insurance

Public Liability Insurance is **strongly** recommended for anyone using a wheelchair in a public place, particularly if it is a powered wheelchair.

## Powered Wheelchairs

Occupant controlled powered wheelchairs are not supplied solely for independent use outdoors. The user must meet the following criteria for the models available. Scooters and Class 3 wheelchairs are not issued via the Wheelchair Service. Only one powered wheelchair will be issued in addition to a standard non-powered wheelchair.

### Electrically Powered Indoor Wheelchair (EPIC)



EPICs will be issued if the user meets the criteria of issue for a wheelchair, and the user must:-

1. be unable to walk within their home environment effectively and unable to self-propel a manual wheelchair effectively indoors.
2. have a long term need for indoor powered mobility, using the chair on a daily basis in order to increase mobility and independence around their home, leading to an improved quality of life.
3. demonstrate the potential ability to use an EPIC safely and independently within their property, based on an agreed assessment procedure.
4. be free from conditions causing loss of consciousness and epileptic seizures in waking hours within the past year.
5. have a suitable home environment which will be assessed by the Wheelchair Service clinician and should include:
  - a. adequate space for the movement of the wheelchair including footplates within their homes;
  - b. a suitable space, with a power supply for charging the batteries overnight.
6. be able to charge the EPIC as recommended, or have support to do so.
7. meet the weight limits stated in the manufacturers' specifications for the chair.
8. agree to and comply with the Conditions of Loan.

#### *Please Note:*

An EPIC may be provided for use in a user's own home and must enable the user to obtain a significant improvement in independence, which would otherwise be denied. It is not intended for outdoor use but may be used within the confines of a garden if the outcome of the environmental assessment deemed it safe to do so. It is emphasised however that eligibility must be based on providing independence within the home environment.

## Indoor/ Outdoor Powered Wheelchairs (EPIOCs)

An electric powered indoor/ outdoor wheelchair may be provided which can be used by the occupant both indoors and outdoors to enable greater independence inside and outside the home, but the **main priority being for indoor use.**

The user must be eligible for the supply of a powered indoor wheelchair before consideration for this type of chair.

The following additional criteria also apply:-

1. The user must have adequate field and acuity of vision to meet the DVLA guidance .
2. The user should be medically fit to independently control a powered wheelchair indoors and outdoors, ie free from:-
  - conditions causing loss of consciousness and epileptic seizures in waking hours within the past year
  - any combination of medical conditions and treatments likely to make independent powered wheelchair control unsafe for themselves, pedestrians or other road users.
3. The user should have demonstrated by means of a clinical assessment, driving test or by other means that they have the insight, intellectual capacity and dexterity to operate an indoor/ outdoor powered wheelchair safely and responsibly on their own without assistance. Users should also demonstrate the capacity to compensate for their sensory or physical impairment.
4. The user must meet the weight limit stated in the manufacturers' specifications for the chair to be supplied.
5. The user must have a suitable home environment which is compatible with the use of an electrically powered indoor/ outdoor chair subject to assessment by the Wheelchair Service, which will include:-
  - a suitable area for storage of the wheelchair with a power supply for charging the batteries;
  - adequate space for movement of the wheelchair (including the footrests) within the home;
  - safe and appropriate access to the outdoors and a local outside environment which is independently accessible and which is suitable for a powered indoor/ outdoor wheelchair.
6. The user should have the capacity to derive significant improvement in their independence and quality of life through the use of an indoor/ outdoor powered wheelchair.
7. The user agrees to and complies with the Conditions of Loan.



Users will be reviewed/ re-assessed at agreed intervals which are identified at their assessment, to ensure safety and continuing eligibility.

## Attendant Outdoor Powered Wheelchair (EPAC)

**Attendant controlled** powered wheelchairs may be provided to enable users who do not meet the criteria for supply of an occupant controlled electric powered indoor/ outdoor chair and who have a regular carer that is medically unable to manage a manual chair effectively in the local environment.

1. The user must require fulltime use of a wheelchair and be unable to propel a manual wheelchair outdoors.
2. The user must require daily outdoor mobility.
3. The **attendant (regular unpaid carer)** must be experiencing difficulty in pushing the user for one of the following reasons:
  - a serious health or mobility problem; health may suffer as a result of pushing a manual chair – GP confirmation will be sought;
  - the weight of the user is excessive in relation to the weight and size of the regular attendant. Guideline - the combined weight of the patient and manual chair should be over 115kg (18st) and the attendant has a body weight at least 38kg (6st) less than the combined weight;
  - The local outside environment makes the use of a standard manual wheelchair extremely difficult but is accessible by an EPAC and compatible with its use  
**Please note:** The attendant must not have any visual, cognitive or spatial problems which would make driving a wheelchair a danger to themselves, the user, pedestrians or road users
4. The user is able to derive significant improvement in quality of life.
5. The user must be able to ensure that the EPAC will be maintained adequately either personally or by their carer and have safe storage with a power supply for charging the batteries.
6. The user/ carer agree(s) to and comply(ies) with the Conditions of Loan.

### *Please Note:*

Users in nursing/ residential homes, hostels or any other residential unit will not be eligible, as it is the nursing/residential unit's responsibility to provide the necessary/ suitable portering equipment and/ or staff capable of pushing a user.



## **Dual Control Powered Wheelchairs (DCC)** (Occupant Control Indoors and Attendant Control Outdoors)

Dual control powered wheelchairs may be considered where a user meets the criteria for an occupant control electric indoor chair only and their regular carer meets the supply criteria for an attendant control electric outdoor chair.

An example of correct provision may be where a user has restricted vision but is safe using an electric indoor chair (EPIC) within their home environment, with which they are familiar, but are not able to outdoors. Their regular carer has heart problems and is unable to manage a manual chair – This is an example only and in all considerations for DCC chairs the users GP will be contacted for agreement of provision.

The user must meet with the eligibility criteria for the provision of an electric indoor (EPIC).

1. The attendant must meet with the eligibility criteria for the provision of an attendant operated chair EPAC).
2. The provision of a dual control chair (DCC) is the most efficient way of meeting the clinical needs of both.
3. The client and the carer agree to and comply with the Conditions of Loan.

### **Dual controls are provided as standard when the occupant is a specialist control user.**

#### Specialist controls

Specialist control powered wheelchairs may be considered where a user meets the criteria for an occupant control electric chair but are unable to control the wheelchair using a standard joystick control.

The user must meet with the eligibility criteria for the provision of an EPIC and if to be used outside EPIOC wheelchair

1. The user needs to be able to demonstrate the alternative control input provides a safe and functional way of driving the powered wheelchair.
2. The user must demonstrate the understanding of how to use the alternative control input.
3. The client and the carer agree to and comply with the Conditions of Loan.

An example of correct provision may be where a user has no upper limb or hand movement but has good head control- alternative controls to be considered, head array or chin control.

## **APPENDIX I - Minimum Data Requirements**

### **Patient's Details:**

Full name  
Title  
Date of birth  
NHS number  
Language spoken  
Address  
Postcode  
Contact telephone number  
Diagnosis  
Type of wheelchair  
Any special requirements eg minicom, interpreter  
GP practice details

### **Referrer's Details:**

Name  
Base  
Speciality  
Contact telephone number  
Signature  
Date referred

## **APPENDIX II - Conditions of Loan**

The wheelchair and all associated equipment is issued by the Wheelchair Service to meet the patient's assessed clinical needs and is loaned on the conditions shown below:-

- All equipment is **loaned** to an individual for their use only; it must not be loaned to any other person.
- The equipment on loan must be kept in a clean condition, be safe and secure at all times and protected from damage at all times during both use and storage.
- The wheelchair must not have any attachments fitted or any alterations made **without prior agreement** with the Wheelchair Service, as this might compromise safety and would also affect the manufacturer's warranty.
- The Wheelchair Service is **not** responsible for the transportation of the equipment, but advice is available with regard to the transportation of wheelchairs on buses etc.

The Wheelchair Service must be notified if:-

- The user changes address or contact telephone number or intends to move out of the area. This will enable us to pass the information on to the next local Wheelchair Service.
- The equipment is lost, damaged or stolen. (NB: a crime reference number is required before a replacement wheelchair can be considered.)
- The loaned equipment is involved in an accident.
- The user no longer requires the equipment.
- There is a major change in the user's weight
- The user is experiencing problems with the wheelchair or the user feels that their needs have changed.
- If the loaned equipment is in need of replacement the user will be re-assessed by a member of the Wheelchair Service. However, the centre's repair service may be asked to visit and overhaul the wheelchair in the first instance and following this visit the repair service will inform the Wheelchair Service of the outcome of the visit.
- The user intends to emigrate.
- Repair and maintenance costs for the user's NHS wheelchair are free of charge with the UK (if these are deemed to be fair wear and tear). However, it is the responsibility of the user to contact the approved repair service to request such repairs and maintenance.
- The user must agree to allow access to enable the wheelchair's annual safety inspection (if needed).

## **APPENDIX III - Other information**

### **Insurance**

We would strongly recommend that you make provision in your household insurance or through an alternative policy for any third party liability, loss or damage to the equipment on loan.

### **Transport issues**

The Wheelchair Service advises you to always transfer from your wheelchair to a seat in a vehicle for travel purposes. However, if you do remain in your wheelchair whilst travelling please ensure that the appropriate tie down system is being used in the vehicle. (NB: Please consult your manufacturer's guidelines in your handbook or contact the Wheelchair Service for further information). **By not using the appropriate system, your safety could be at risk.**

### **Travelling abroad**

If you intend to take the wheelchair abroad we recommend that your equipment be included on your holiday insurance as the Wheelchair Service cannot be held liable for equipment lost, stolen or damaged. Please inform your travel agent/airline of your intentions prior to travelling.

### **Re-assessment and advice**

The Wheelchair Service is available to provide you with advice and re-assessment. Please contact your local service by telephone or letter whenever you feel our advice is required.

### **Children attending schools outside area**

The Wheelchair Service is to be advised before placement commences.

### **Compliments and complaints**

All Wheelchair Services have local procedures in place please contact the centre to discuss or the Leeds teaching Hospital complaints department via PALS ( Patients Advisory and Liaison services)

## **APPENDIX IV - Definitions**

<b>Standard Chairs</b>	Wheelchairs which are normally bulk purchased and available in stock
<b>Non Standard chairs</b>	Prescription based items
<b>Attendant controlled</b>	Chair is pushed or controlled by an identified carer/ family member etc.
<b>Self propelled</b>	Chair is propelled by the occupant/ user of the chair
<b>EPIC</b>	Powered chair for use indoors and within the boundaries of property only. Controlled by occupant/ user
<b>EPAC</b>	Powered chair controlled by a regular carer etc, for use in outdoor environment
<b>EPIOC</b>	Powered wheelchair controlled by user/ occupant in both an indoor and outdoor environment
<b>DCC</b>	Powered wheelchair controlled by the occupant/ user whilst indoors and by identified carer/ family member etc when used outdoors
<b>Accessories</b>	Miscellaneous items which may be added to chair to support posture, assist with comfort or pressure relief to facilitate safe and comfortable use of equipment.
<b>Regular Carer</b>	A family member or unpaid carer providing the majority of care on a daily basis
<b>Specialist controls</b>	Controls which enable the occupant to be independent driving the powered wheelchair. eg head controls; foot controls; switch driving etc.

## **APPENDIX V – Alterations and Adaptations**

All requests for alterations or the fitting of attachments to NHS wheelchairs by a third party must be submitted in writing or via email (leedsth-tr.wheelchairs@nhs.net) to the Leeds Rehabilitation Engineering Team for consideration. The following information will be required and should be included in the written request:

- Full printed technical details of alterations to be made or item to be fitted. This information is to include details of how the part will be fitted to the wheelchair, which must not involve the welding, drilling or other fixation, apart from clamping.
- Written information to demonstrate that the modification or item to be fitted is compatible and safe to use with the specific model of chair on issue to the client from Wheelchair Services, i.e. risk assessment, test results, compatibility statement. It must also confirm that the modification or item to be fitted will not add any unreasonable stress to the frame of the wheelchair.
- Written details of the company or person that will carry out the work.
- Written information to demonstrate that the person/company is fully qualified to carry out the work, i.e. approval from, and/or registration with the supplier of the item, and/or recognised training course.
- Written understanding from the client that should the modification cause or otherwise reduce the expected life of the wheelchair, approval may not be given for the modification to be carried out on any replacement chair.

On receipt of the written request the Leeds Rehabilitation Engineering team will consider all the relevant information that is presented to them. Once they have evaluated, carried out a risk assessment and approved the modification, then the wheelchair can be altered or the attachment fitted.

**If the wheelchair is altered or attachment fitted without approval, then Wheelchair Services can refuse to continue the maintenance of the wheelchair, or insist on the removal of the equipment/modification at the client's expense. The client may be charged for any additional repairs/expenses deemed by wheelchair services to have been incurred as a result of the alteration.**

## **Appendix VI Lightweight aluminium chair provision and active user self propel wheelchair provision guidance**

### **Light weight folding aluminium wheelchair provision**

The user must meet the basic criteria as outlined in 'Attendant or Self-Propelling Chairs'.

Additional considerations:

1. The user must have very limited or no walking ability and is in the wheelchair for majority of the day.
2. Assessment and the users past history show that the standard range of chair do not adequately address the user's needs due to the weight of the wheelchair to self propel
3. A non standard chair will enhance or maintain the best level of independence where the 'standard' chair does not.
4. The configuration and level of support required can not be met in a standard wheelchair.
5. The user agrees to and complies with the locally determined Conditions of Loan.

### **Active user self propel wheelchair**

The user must meet the basic criteria as outlined in 'Self-Propelling Chairs'.

Additional considerations:

1. The user must have no walking ability and is in the wheelchair for majority of the day- must be deemed as a full time wheelchair user
2. Assessment and the users past history show that the standard range of chair do not adequately address the user's needs due to the weight of the wheelchair to self propel - the user must demonstrate an ability to effectively self propel the wheelchair.
3. The active user wheelchair will enhance or maintain the best level of independence where the 'standard' chair does not.
4. The configuration and level of support required can not be met in a standard wheelchair.
5. The user agrees to and complies with the locally determined Conditions of Loan.