



Team Name: Rehabilitation Services Team Lead: Regional Director - Rehabilitation Services Approved by: VP - Human Resources	Reference Number: CLI.6310.PR.001 Program Area: Rehabilitation Services Policy Section: General
Issue Date: January 21, 2020 Review Date: Revision Date: February 3, 2022	Subject: Wheelchair Acquisition Process in Personal Care Homes

Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

PROCEDURE SUBJECT:

Wheelchair Acquisition Process in Personal Care Homes (PCH)

PURPOSE:

To define and guide roles of care team in wheelchair acquisition.

PROCEDURE:

1. Referral for wheelchair assessment made to Occupational Therapist (OT).
2. Referral source contacts the resident/substitute decision maker (SDM) to inform them of the OT referral and documents same in the resident’s health record. Copy of brochure, Choosing a Wheelchair for Use in a PCH given to resident/SDM.
3. OT completes and documents assessment findings and wheelchair recommendations in the health record, and the following may occur;
 - If the OT recommendation is for a device that is a restraint in nature (e.g. tilt wheelchair, or positioning devices such as pelvic positioning belts) the OT discusses the recommendation with nursing (the benefits, burdens, ethical issues and alternatives tried and exhausted) and documents any relevant information on the restraint assessment tool.
 - OT attempts to discuss the assessment and recommendations with the resident/SDM on the same day of the assessment.
 - If this is not possible, the OT documents and discusses with nursing staff to outline a plan for the nurse/social worker to relay OT recommendations to the resident/SDM.
4. Written OT recommendations and a list of vendors that supply the recommended equipment are provided to the resident/SDM by the OT or nurse/social worker.
5. Resident/SDM or OT arranges for trial or purchase of equipment.
6. Resident/SDM/facility contacts OT when equipment has arrived.

7. OT determines if equipment is appropriate, with input from health care team and family.
8. The resident/SDM is responsible to maintain the integrity of the trial equipment.
9. The resident/SDM is responsible for the purchase of the equipment and ongoing maintenance costs which are not considered an insured benefit as per the Resident and Family Information Handbook and/or Schedule of Charges.

SUPPORTING DOCUMENTS:

[CLI.6310.PR.001.SD.01](#)

Choosing a Wheelchair for Use in a Personal Care Home