West Lothian Council

NHS Lothian

West Lothian
Community Health and Care Partnership

WEST LOTHIAN COUNCIL

SOCIAL POLICY

OCCUPATIONAL THERAPY SERVICE

CRITERIA FOR SERVICE PROVISION

9 May 2010

INTRODUCTION

This Criterion for Provision of Services is designed to govern the provision of Community Care Services provided by the Occupational Therapy Team in West Lothian. Occupational Therapy services will be provided following an assessment of need conducted within the new guidelines of the National Standard Eligibility Criteria (see Appendix 1).
The purpose of this document is to assist Social Policy staff by providing guidelines relating to the criteria for the provision of a wide range of services supplied by the Occupational Therapy Service in the homes of people with disabilities. It is the intention that this document will facilitate consistency of decision-making by establishing common baselines and thereby promoting equity in service delivery.
The contents will also provide detailed information regarding the Occupational Therapy Service to the local community and to partner agencies.
This policy framework has been produced to achieve a transparent and equitable approach to assist in the understanding of the rationale behind the decision-making process and which will withstand scrutiny.
There exist a variety of factors which interplay in the decision making process in the provision of services by the occupational therapy services, this results in a tension between the requirement to provide a wide range of services to an increasing population from an economic resource which is finite.

1. General Conditions and Principles

1.1 The Occupational Therapy Service within Social Policy exists to promote and facilitate independent living in the local community for those people who have a disability. As defined by the Disability Discrimination Act 1995, this means that ‘ A person has a disabiltiy…if he has a physical or mental impairment which has a substantial and long-term adverse affect on his ability to carry out normal day-to-day activities.

1.2 The provision of equipment, adaptations, training and providing advice on daily living and personal care activities is aimed at increasing or maintaining functional independence for people with a permanent and substantial disability.

1.3 The level of service provided will be determined following an assessment of need by an appropriately trained member of staff. The assessment process will follow the guidelines of the National Standard Eligibility Criteria

1.4 The services provided or recommended have a significant interface with other agencies; the availability and timeframes for provision of which cannot always be determined by the Occupational Therapy Service e.g. external contractors, housing providers, NHS etc.

1.5 The Occupational Therapy Service will recommend to the appropriate Registered Social Landlord (RSL) or private landlord any permanent alterations as the outcome of an assessment. The RSL or landlord as the funding agency will decide when this work can be undertaken.

1.6 The service is provided to a range of adults and children with a wide range of personal circumstances which creates difficulties in absolute definitions of the Occupational Therapy Service profile.

1.7 The service has an emphasis on identified risk, ‘needs led’ assessment and the provision and recommendation of essential requirements to allow interaction with life at home and in the community and to minimise risk to the customer and involved carers.

1.8 The process will be transparent, equitable and offer informed choice to the customer on both outcome and deliver of the service. This will however be constrained by the principle of minimum intervention and best value.

2. Legislative Framework

The legislation, which sets out the duties and responsibilities of Local Authorities and therefore the Occupatational Therapy service, is substantial and varied. The following are the most relevant in particular the recent legislation and guidance which has influenced this review.

2.1 The National Health Service (Scotland) Act 1978.

2.2 The Social Work (Scotland) Act 1968 places a general duty on local authorities to promote social welfare (Section 12 of the 1968Act) by making available guidance, advice and assistance. There are also specific duties to assess needs and decide whether those needs call for the provision of services, which essentially means services under Part 11 of the 1968 Act. Local authorities have the lead responsibility for coordinating the assessment of all community care need, on an inter-agency basis.

2.3 Section 2 of the Chronically Sick and Disabled persons Act 1970 is amended in Scotland through the Chronically Sick and Disabled Persons (Scotland) Act 1972. It applies to any chronically sick and disabled person, to whom Section 12 of the 1968 Act applies, or if the person in under 18 years of age, to any disabled child to whom Section 2 of the Children (Scotland) Act 1995 applies.

2.4 Sections 22 and 29 of the Children (Scotland) Act 1995 also places a duty on local authorities to provide services that promote and safeguard the welfare of children.

2.5 Data Protection Act 1998

2.6 Disability Discrimination Act 1995

2.7 Disability Discrimination Act 2005

2.8 Community Care and Health (Scotland) Act 2002

2.9 Housing (Scotland) Act 2006, implemented fully April 2010

2.10 Disabled Persons Parking (Scotland) Act 2009

2.11 National Eligibility Criteria and Waiting Times for Personal and Nursing Care of Older People Guidance Dec 2009

2.12 Equipment and Adaptations Guidance Dec 2009

2.13 National Guidance for Self-Directed Support (Scotland) Bill 2010. 'Local authorities have a duty to offer Direct Payments so that disabled people may purchase equipment and temporary adaptations which would otherwise be provided by local authority social work services....The option of a Direct Payment should be discussed with the customer at an early stage after assessment'.

3. Guidelines for Eligibility of Occupational Therapy Services

3.1 The person for whom the service is being considered is a 'disabled person' in terms of the Disability Discrimination Act 1995. "Disability is defined as a physical or mental impairment which as a substantial and long term adverse effect on the person's ability to carry out normal day to day activities."

3.2 The person must be Ordinarily Resident in West Lothian.

3.3 The adaptation / equipment must be at the person's only or main residence.

3.4 The adaptation / equipment must be essential to the person because of the nature of their disability.

3.5 The general principle of minimal intervention applies to all provisions made by the Occupational Therapy Service. While customer choice and participation in the decision-making process will be encouraged, the final outcome will comply with the principle of minimum intervention and best value.

3.6 Social Policy recommendations for adaptations will not be repeated (for a period of 5 years) where the person of their own volition moves to a less suitable property.

3.7 Social Policy will not generally carry out or recommend major adaptations when alternative housing is being pursued. The possibility of a move to a more suitable house will be discussed at an early stage.

3.8 Where an adaptation has been requested to manage or treat a medical condition, the provision remains the responsibility of the NHS.

3.9 Assessment will take into consideration current needs and risks as well as anticipated long term needs.

3.10 Social Policy will consider the long term suitability of a property to meet assessed needs. Where a property is not suitable for the person's long term needs major adaptations will not be recommended.
3.11 Prognoses should not be a barrier to the outcome of an assessment but consideration will always be given to the expected time for completion of such work.
3.12 The re-designation of rooms will be a major consideration prior to any significant major adaptations being considered, e.g. use of living / dining room, study, play space.
3.13 Where work cannot be carried out within the confines of the property alternative housing will be considered as a reasonable option.
3.14 Where there are complex needs relating to a wider range of issues and affecting several family members more extensive adaptations may be considered. This is exceptional and at the discretion of the Head of Social Policy.

4. Assessment

4.1 Referrals to the Occupational Therapy Service will be accepted from members of the public, from services internal to West Lothian Council as well as external agencies.
4.2 Requests for service will be subject to prioritisation, the standard being that those regarded us High/ Critical will be seen within seven days and in the case of an emergency within twenty-four hours., High/ Substantial shall be seen within 6 weeks, Moderate/ Preventative shall be seen within 12 weeks, Low/ Preventative shall be directed to self–selection, signposting and advice. (see Appendix 1 at the end of this document for eligibility). (Link to Service Standards Document)
4.3 Assessment of individual situations, circumstances and functional ability will determine the outcome decided. Except under the Self Selection Service, all provision recommended will be outcome of and assessment of need by an appropriately qualified / trained social policy officer, usually an Occupational Therapist or OT CCA, or as per agreements with Partner Agencies e.g. NHS, Deaf Action. (Link to Self Selection Booklet on intranet)
4.4 Assessment will reflect an over arching consideration of the identified needs of the individual with reference to current and longer terms needs.
4.5 Adaptations and equipment will be provided where it is assessed as increasing or maintaining functional independence and dignity and in reducing identified risk for the customer and carers.
4.6 The needs of carers will be a component part of the assessment.
4.7 The assessor may consult with other professionals such as GP, Consultant to allow relevant background information to be considered. Permission will be sought from the customer prior for such consultation. The ultimate decision however lies within Social Policy.
4.8 The customer will be consulted at all points during the assessment process and will be fully informed about progress and outcome.
4.9 During the assessment process, it may be necessary to share information regarding health or social circumstances with other staff or agencies. All such information will be treated with respect and only pertinent information will be shared on a 'need to know' bases. All personal date recorded will be processed in accordance with Data Protection Act 1998.

5. Factors determining the outcome of an Occupational Therapy Assessment

5.1 The basic principle of minimum intervention must be evidenced and the most cost effective solution will be offered.
5.2 The process of natural recovery and the completion of a programme of rehabilitation must be concluded prior to any permanent provision being considered.
5.3 In some situations, the outcome may be the teaching of different compensatory techniques to overcome particular difficulties and therefore avoid the need for more complex or expensive resolutions to the problem.
5.4 In situations where there are deteriorating or uncertain diagnoses, efforts must be made to be transparent in the decision making process.

5.5 Where the customer or their carer wish an alternative outcome to that suggested by the assessor, that choice will be concurred with but only under the following circumstances:

- The suggested alternative fully meets the clients immediate and future needs as assessed by the occupational therapist.
- The alternative complies with all necessary legislation and health and safety issues.
- The differential in the cost of the preferred choice will be met fully by the customer.

5.6 The level of provision will be dependent on the identified needs and risks in relation to the individual's disability as well as technical feasibility. It would be considered unreasonable to progress work where the work involved exceed the benefits.

5.7 Local Authorities have a duty to provide the most cost effective solution. It is the Councils view that to meet its duty to manage public funds appropriately all provisions made should take due regard to Best Value and cost effectiveness.

6. Finance

6.1 The responsibility for the funding of an adaptation will not influence the outcome of an occupational therapy assessment.

6.2 The funding for the adapting of properties is dependant on property ownership.

- Registered Social Landlord (RSL) is responsible for the funding of permanent adaptations to their properties. RSL will retain responsibility for the repair and maintenance of permanent adaptations.
- Private Owner Occupiers are eligible for Grants to fund recommended adaptations. For work estimated at a cost below £1,000 Social Policy will arrange the cost. Recommended work in excess of £1,000 attracts an 80% Grant and an additional 20% is available if the customer is in receipt of certain benefits. For applicants not in receipt of 100% funding assistance to meet part or whole of their 20% contribution may be considered only where there is evidence of significant financial difficulty. This decision rests with the Head of Social Policy.
  The responsibility for the repair and maintenance of structural adaptations is the responsibility of the property owner.
  (Link to WLC Scheme of Assistance Section 72 Statement)
- Those customers who have a Private Let Contract will be eligible to apply for Grant on sanction from the landlord. (Landlords are subject to the Disability Discrimination Act). WLC section 72 applies as above
- For those people who wish to arrange and fund adaptations to their property, the Occupational Therapy service can offer advice and guidance.

OCCUPATIONAL THERAPY SERVICE

CRITERIA

1. BATHROOM ADAPTATIONS

Customers who request an assessment of their bathing difficulties will be provided with advice and guidance on the safest solution to the problem. In compliance with the principle of minimum intervention, the basic bathing equipment will be tried in the first instant. If this provision of basic equipment facilitates safe access to the bath, then no alternative and more costly provision will be made. West Lothian Council will not replace showers with baths. Where bathroom space is limited or not accessible then redesign or re-designation of existing space can be considered. Where this is found to be not possible an extension to provide washing and toilet facilities can be considered where feasible.

1.1. LEVEL ACCESS SHOWERS

Shower room with slip resistant flooring
Or
Level access or barrier free shower tray.

Essential plain tiling sufficient to ensure the area is watertight and complies with building regulations will be provided. A shower curtain will be provided but not fixed shower screens. All work / specifications will comply with the Housing Providers individual standards or in the case of private owners, with the specifications agreed with Care and Repair Service.

Criteria / Considerations

- Bathing equipment must be trialled and deemed to be unsuitable due to functional level and evidence provided that this is not appropriate.
- Customers' preference cannot be the only factor for the provision of a shower. This does not comply with our policy of minimum intervention or best value.
- The provision of this adaptation will enable the service user to be independent or reduce any risk to the customer or carer.
- Consideration must be given to turning space if it is anticipated that a wheeled shower chair is to be used or carer assistance required
- Consideration should be given to the camber of the floor area for ambulant customers.
- Consideration must be made to the rest of the household prior to the removal of the bath.
- Shower cubicles will not be recommended as this may introduce additional risk in relation to restricted space and access to the raised platform.
- Self selection may be considered where other options have already proved unsuccessful and risk has already been identified.

1.2 OVER BATH SHOWER

Installation of a shower, retaining the bath to be used either seated or standing.

The shower will be thermostatically controlled and meet BSI standards. Essential tiling will be fitted in compliance with the Housing Providers standards or in the case of private owner occupiers the specifications agreed by Care and Repair Service.

Criteria / Considerations

- Bathing equipment has been tried / considered and is deemed to be inappropriate due to the customers level of function.
- Bathing equipment is not suitable due to environmental constraints i.e. size of bath, layout of bathroom.
- Customer's preference cannot be the only reason for this provision.

- The removal of the bath is not necessary to eliminate risk or potential injury for carers.
- The suitability of the bath for the fitting of equipment for use with the shower must be evidenced.
- Consideration will be given in situations where equipment would meet the need but other occupants of the house are unable to move this equipment safely.
- An over bath shower will be considered for those customers who have porly controlled epilepsy and may be at risk when using the bath.
- Self selection may be considered where other options have already proved unsuccessful and risk has already been identified.

2. TOILET ADAPTATIONS

2.1. ADDITIONAL TOILETS

Additional standard WC on a different level of the property.

Criteria / Considerations

- The customer's ability to reach the existing WC is severely restricted due to their functional ability.

AND

- Access to existing facilities cannot be achieved with the provision of stair lift or additional rails.

AND

- There is a permanent and chronic bowel condition, which severely affects frequency and urgency.
- A chemical toilet or commode has been considered and judged to be inappropriate due to problems emptying or lack of privacy.

Medical opinion must be sought to verify the severity of the stated condition and evidence provided confirming that treatment has been concluded and there is unlikely to be any reduction in the symptoms.

2.2 SPECIALIST WC

Specialist toilet, which provides an electrically operated flushing, washing and drying, function.

Criteria / Considerations

- The customer is unable to maintain proper hygiene after toileting, due to the degree of functional ability.
- Other equipment has been tried and found to be unsuccessful.
- The provision would enable the customer independence, dignity and privacy in personal hygiene.
- Customer finds carer assistance unacceptable.
- Consideration should be given to the current or potential need for equipment to access the WC and their compatibility.
- In situations where equipment is not compatible and may be required, the predominant need should be considered e.g. moving and handling issues.

3. ACCESS

3.1. THRESHOLDS

The removal of raised areas between internal doorways or at entrance doors, which may cause a tripping hazard or an obstruction for wheelchair users.

Criteria / Considerations

- Internal thresholds can be removed, adapted or ramped for those customers who have mobility problems and are prone to falls or who use mobility equipment.

- Internal thresholds will be removed for permanent wheelchair users to allow safe manoeuvre of the wheelchair.

3.2 PATHS

Paved access path of sufficient dimension to allow wheelchair access

Criteria / Considerations

- The customer is wheelchair dependent for outdoor mobility and the path requires to be widened to accommodate wheelchair use from the property to the public footpath.
- The customer has significant mobility difficulties and is reliant on mobility equipment and the existing path is too narrow to allow safe access.
- It is the responsibility of the property owner to maintain and repair uneven or broken paved areas.

3.3 RAMPED PATHS / ACCESSES

Ramped modular metal or fibreglass construction providing barrier free access to the property. Slab and brick ramps are also considered. Installations must be compliant with current building regulations, details of which are available from Building Control and are subject to change. Some installations also require Planning Permission depending on size and locality.

Criteria / Considerations

- Customers who are unable to negotiate steps with supervision or independently if regularly leaving the property unaccompanied, a ramp will be provided where technically feasible.
- For self-propelling and attendant propelled wheelchair users who are able to negotiate steps with assistance, a ramp will NOT be provided. The ability of the carer, frequency of use will however be taken into account.
- One entrance will be made wheelchair accessible.
- Additional stepped access will not be provided unless under exceptional circumstances e.g. to enable essential access to garden area where the ramp construction has isolated a part of the garden area.
- The provision of a ramp for walking will not be recommended.
- Social Policy will not provide funding but will provide information in relation to ramping and storage of non-prescribed wheelchairs or mobility scooters. (Link to Mobility Scooter information on WLC website)

3.5 STEP ALTERATIONS

Provision of additional rails and the alteration of steps to widen or make shallower.

Criteria / Considerations

- Customer requires assistance with mobility but has evidenced the ability to manage reduced height / broader steps.
- The problem has been unresolved with a lesser provision e.g additional rails at steps. (Link to Self Selection Booklet on intranet)
- Prognosis is static or unlikely to significantly deteriorate.
- Provision will provide essential and safe access to the property.
- The alteration will accommodate mobility equipment used by customer.
- Only one access will be adapted.

3.6 DRIVEWAYS / DROPPED KERBS

Slabbed run-in for a car to allow off street parking adjacent to the property, comprising the minimum area necessary to provide hard standing. Dropped kerb to allow car access from road to driveway.

Criteria / Considerations

- The customer must be the driver and registered owner of the car.

- Driver must be unable to walk, wheel himself / herself or be wheeled to and from the nearest parking place.
- Local planning and Highways regulations must be consulted
- Where the driver and passenger both have significant mobility problems and one is unable to assist the other.
- Only in exceptional circumstances will a driveway be provided for a passenger. The driver of the vehicle can set down to uplift or disembark passengers and then find suitable a parking space. This provision will only be considered if it is deemed unsafe to set down and allow the passenger to disembark.

3.7 PAVED AREAS

Level paved area for children with severe mobility problems to enable use of mobility equipment.

Criteria / Considerations

- Play areas for children to enable use of mobility equipment to meet the needs of the child.
- The area provided will not exceed 15 square metres.
- It is expected that parents will provide safe play areas for all children.
- Such areas cannot be provided on common ground or where there are known drainage problems.
- Repair and maintenance of existing level areas remains the responsibility of the property owner or occupier.

3.8 FENCES

Service user has vulnerability due to a medical condition and not related to age. It is reasonable to expect all children under the age of five to require a safe play area.

Criteria / Considerations

- Alternative solutions are not reasonable or practical and the fencing would keep the person in a safe environment.
- Fencing should not be ranch style fixed horizontally and supports secured on the outside of the garden.
- Fences may not be appropriate where communal access has to be maintained or where boundary issues are raised due to property type and neighbours
- Area of fencing in relation to need and not in relation to the size of the garden.

3.8 DOOR RELEASE SYSTEMS

Electrical installation whereby the customer is able to speak with the caller at the door and then release the door catch.

Criteria / Considerations

- Customer is unable to mobilise to the main entrance to open or may put himself or herself at risk of falling while doing so.
- Customer is unable to physically open the main door to the property.
- Provision of the Home Security Package including an intercom will not meet the identified needs.
- Consideration must be given to the customer's cognitive ability to use this equipment appropriately and safely.

3.9 DOOR OPENERS

Electronic door opening devices, which will open a door on approach, normally using a fob.

Criteria / Considerations

- Those customers who are full time wheelchair users and are physically unable to open the door independently.

- Those customers who have mobility problems and who are unable to open the door independently because of frailty and who otherwise could be housebound.
- The customers must routinely leave and enter the property unaccompanied.

4. KITCHEN AND LIVING SPACE ADAPTATIONS

4.1. KITCHEN RE-DESIGN

Alteration to the kitchen areas to allow access to and the use of kitchen facilities.
This can take the form of range of work to modify heights and location of utensils and appliances. All work will be constrained by environmental factors and the extent to which the customer will use the kitchen.

Criteria / Considerations

- Significant re-design of the kitchen will only be considered when the customer is the main user or plays a significant part in the preparation of meals.
- Environmental factors allowing, it may be possible to make accessible the means to facilitate the making of a snack i.e. access to a kettle and worktop.
- The assessment must evidence physical and cognitive ability and motivation to prepare and cook independently.
- The kitchen area must be accessible within the layout of the property.
- The provision of all electrical goods is the responsibility of the tenant or owner.
- The needs of the other household members will be taken into consideration.

4.2 LIVING SPACE REDESIGN

Alteration to or re-designation of existing rooms to create accessible facilities for sleeping.

Criteria / Considerations

- This can be considered only where existing bedroom facilities are not accessible

4.3 CUPBOARD / DOOR LOCKS

Safety locks fitted to cupboards, doors or windows to prevent access to risk areas.

It is reasonable to expect that parents retain the responsibility for the creation of a safe environment for all children. Childproof locks and other devises which are readily available from Mothercare or other commercial outlets will not be provided or fitted by this service. The Occupational Therapy Service can provide advice and information on strategies and solutions to these problems.

Criteria / Considerations

- Only in exceptional circumstances will special locks on windows, doors and cupboards be provided and fitted.
- These will only be fitted to prevent access to risk areas.

4.4 KICKPLATES

Metal strips fitted to the bottom of doors to prevent continual damage from wheelchair footplates.

Criteria / Considerations

- These will be provided where the service user is a permanent wheelchair user and significant damage to doors is evidenced.

4.5 SAFETY GATES

A wooden or metal gate to prevent access to specific rooms or areas of the property. These can be custom made in either wood or metal with appropriate locking devices.

Criteria / Considerations

- A safety gate will be provided where the customer is a risk to themselves or others if allowed to access an area of the property.
- The specifications of the gate will be dependent on the individual situation.
- Where an appropriate solution is readily available commercially, this will not be funded by Social Policy, i.e. Mothercare safety gate.
- A Risk Assessment should be carried out and recorded in relation to the provision of a gate at the top of stairs as this can introduce additional hazards.

4.6 SLIDING DOORS

Removal of existing door and replacement with a sliding door to create a wider aperture.

Criteria / Considerations

- Mobility problems prevent safe and easy access due to the requirement to use mobility equipment or wheelchairs.
- To create additional space within the room e.g. bathrooms.
- Where the re-hanging of a door has been eliminated as a solution to reducing the risk.
- It may be necessary to relocate light switches.

4.7 WIDENED DOORWAYS

Enlarging of an internal doorspace and fitting of a wider door to allow wheelchair access

- Will be provided where the customer is unable to or has extreme difficulty gaining access to essential facilities and living areas.
- Doors will only be widened if it has not been possible to resolve the problem by re-hanging or fitting of a sliding door.
- The specifications will be determined by the individual's circumstances and reference to planning guidance.
- The structural possibilities will require to be investigated by a surveyor / structural engineer

4.8 REPLACEMENT TAPS

Lever taps, easy turn taps, push button, pillar or mixer taps.

Criteria / Considerations

- These will be provided where the customer is unable to use the existing taps easily and independently e.g. joint protection needs.
- The provision of detachable tap turners has not resolved the problem.

5. LIFTS

5.1 STAIRLIFTS

Electrically operated chair on track, which provides access between floors eliminating all steps and landings. Depending on the layout of the property, these can be straight or curved.

Criteria / Considerations

- Customer has severe difficulties negotiating the stairs and is at risk when doing so.
- Customers are functionally able to transfer on and off the lift safely.
- A risk assessment and medical opinion sought for those customers who have balance problems or who may suffer from seizures.
- The risk to other members of the household must be considered e.g. young children and other residents who may continue to use the stairs.
- There is a medical contra-indication in climbing the stairs.
- Will be provided to access essential facilities only.
- Where the customer is a wheelchair user or has mobility problems or is likely to deteriorate, their longer term needs should be carefully considered

- Where there are public rooms on the ground floor, which can be re-designated to include essential facilities, a lift will not be provided. Consideration will be given to the most cost effective solution.
- The customer is within the weight limit for the lift.
- The assessment and recommendation will give due consideration to the future needs of the customer and risk to carers in the event of a deterioration in functional ability.

5.2 THROUGH FLOOR LIFTS

An enclosed carriage which travels vertically from ground floor to upper floor through an aperture in the ceiling.

Criteria / considerations

- Customer is unable to access essential facilities due to functional inability to manage stairs.
- There are no suitable areas on the ground floor to create or re-designate essential facilities (bedroom and bathroom).
- All other options have been eliminated e.g. stair lift, conversion of other public rooms and because of the layout of the property and the functional limitations of the customer these have not been possible.
- The upper floor must be wheelchair accessible.
- Technical surveys indicate that the property is structurally able to accommodate the lift.
- The customer must be within the recommended weight restrictions.

5.3 STEP LIFTS

A platform lift fitted at external entrances to allow wheelchair access up a short flight of steps.

Criteria / Considerations

- The customer must be eligible for the provision of a ramp but the site is unsuitable for a ramp installation.
- Step lifts will only be considered if there is no other more cost effective solution.
- Advice must be taken on the potential site to eliminate any public safety issues.
- The possibility of tampering or vandalism must be given due consideration.

5.4 STAIRCLIMBERS

A specialist piece of equipment, which enables a wheelchair user to be moved up and down a flight of stairs.

Criteria / Considerations

Indoors

- Customer is unable to access essential facilities.
- All other options have been eliminated.
- Timeframes will not allow other options to be provided e.g. stair lifts.
- A survey of the stairs allows safe use of the equipment.
- Customer and carers are willing to use the equipment and to undertake training in its use.
- Risk Assessment indicates there is no contra-indication in the use of this equipment.

Outdoors

- Customers are unable to negotiate stairs safely with assistance or are permanent wheelchair users.
- Other options to access the property have been considered and eliminated.
- Time frames for other solutions are inappropriate.
- A survey of the steps evidence that this equipment can be used safely.
- Customer and carers are willing to be trained in its use.
- Risk Assessment indicates there is no contra-indication in the use of this equipment.

6. HOISTS

6.1 CEILING TRACK HOISTS

Ceiling fixed track to which a motor and slings are attached for hoisting.

Criteria / Considerations

- The customer is wheelchair bound, has significantly limited function or is confined to bed.
- The use of a mobile hoist has been eliminated on the grounds that it is unsafe, or because of lack of space. It will be expected that rooms will be re-arranged to allow use of mobile hoist before a track hoist will be recommended.
- The preference of customers or carers cannot be the only rationale for the provision of a track hoist.
- Other lifting equipment has been considered / tried and is deemed to be inappropriate.
- The provision will increase independence or support carers by reducing the physical exertion of the manual handling of the customer.

7. MISCELANEOUS

7.1 Small Adaptations / Equipment

- West Lothian Council have developed a Self-Selection Service through which a number of small adaptations and items of equipment can be supplied direct via the Community Equipment Store without the need to be assessed by a member of the Occupational Therapy Team. Customers are able to access this service directly. (Link to Self Selection Booklet on intranet)
- Additional disability equipment to aid independence can be requisitioned from the Community Equipment Store as the outcome of an assessment by a range of partner agencies.

7.2 Specialist Equipment

- Additional specialist equipment can be provided to meet particular essential needs following and assessment by an occupational therapist**.**

7.3 Disabled Parking Bays

- Road Safety and Traffic Management administer Disabled Parking Bay provision. (Link to 'Parking For Disabled People' on WLC website)

7.4 Equipment for the Sensory Impaired

- Deaf Action has been commissioned by West Lothian Council to provide an assessment and care management service for those people with a hearing loss. They will also assess for a range of equipment, which is funded by WLC. (Link to 'Deaf Action' details on WLC website)
- The supply of small items of equipment may be provided by the Society for the Visually Impaired, RNIB may also assist in the provision of larger items but this may be subject to a financial assessment. (Link to 'VI Scotland' details on WLC website)

7.5 Telecare Equipment

- The Home Safety Service provides standard telecare equipment.
- Additional specialist telecare equipment is assessed for and provided by the Occupational Therapy Service. (Link to 'Home Safety Service' page on WLC website)

Review completed by a panel of Occupational Therapy staff.
Next review to take place May 2013
A. Sherriff 10 May 2010

Appendix 1

National Standard Eligibility Criteria

Occupational Therapy

Definitions of Risk/ Priority

Risks relating to personal care/ domestic routines/ home environment
Risk relating to carers

1. CRITICAL	2. SUBSTANTIAL	3. MODERATE	4. LOW
HIGH	HIGH	PREVENTATIVE	PREVENTATIVE
Unable to do vital aspects of personal care Severe loss of independence	**Unable to do many aspects of personal care Significant risk to independence**	**Unable to do some aspects of personal care Some risk to independence**	**Difficulties with one or two aspects of personal care Some risk to independence**
Major risk	**Significant risk**	**Some risk**	**Little risk**
Facilitate hospital discharge Prevent hospitalisation Terminal Carer breakdown Essential equipment breakdown Vital personal care including wash, feed, bed, toilet	Following hospital discharge New or changing condition Issues managing continence/ hygiene Personal care including use of facilities and access to different level in house to use facilities and access to outside	Minimise effect of condition Improves ability in self care Reduce need for carer support	Reduces effort required in self care Improves confidence Support carer in caring role
Immediate 1-2 weeks	**Imminent within 6 weeks**	**Foreseeable future within next 6 months**	**Longer term within next 12 months or subsequently**
Assessment visit within 7 days	Assessment visit within 6 weeks	Assessment visit within 12 weeks	Self selection Signposting Advice

A.Sherriff - Feb 2010