



Policy & Procedure Manual

WHEELCHAIR CLEANING AND INSPECTION - R-VII-7

POLICY:

All clients' wheelchairs shall be maintained and cleaned on a routine basis by residential staff.

PURPOSE:

To ensure that all wheelchairs are clean, safe and in good working order.

EQUIPMENT: as applicable.

PROCEDURE:

1. Residential staff shall ensure all the wheelchairs are cleaned as required, following manufacturer's guidelines. (e.g. any time the wheelchair is soiled e.g. emesis/incontinence)
2. Schedules for thorough cleaning and inspection of wheelchairs will be developed for each residential area to meet the needs of the clients.
3. It is the responsibility of residential staff to ensure the schedules are adhered to.
4. Tighten any loose screws and direct any needed repairs of the wheelchair to the O. T. Department. (see Appendix A).

RECOMMENDED BY: Director, Personal Support Services

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Personal Support Services
Administration, Personal Support Services

ORIGINAL POLICY DATE: May 1992

AUTHORIZED BY: Executive Director

SIGNATURE:

**COMMUNITY RESOURCE TEAM
OCCUPATIONAL THERAPY SERVICE REQUEST**

POLICY: R-VII-7
APPENDIX A

NAME OF CLIENT: _____
(NAME IN FULL)

DATE OF BIRTH: _____ MALE FEMALE

ADDRESS: _____

REQUESTED BY: _____

AGENCY: _____ Telephone: _____

The above-mentioned client is being requested the following evaluation(s):

- SEATING COMMUNICATION ORTHOSIS FEEDING
- WHEELCHAIR STRETCHING BED POSITIONING
- OTHER (please specify) _____

Please provide further information in regards to reasons for this evaluation:

Dated: _____ Requested by Signature: _____

FOR OCCUPATIONAL THERAPY USE ONLY (comments):

Assigned to; (Name →) OT AIDE _____ THERAPIST _____

ACTION TAKEN _____

