



Wheelchair Procedure

Procedure Number
WCDHB-PG-0062

Version Nos:
4

1. Purpose

This Procedure outlines the process for the management of wheelchairs throughout the West Coast District Health Board (WCDHB).

2. Application

This Procedure is to be followed by all staff throughout WCDHB.

3. Definitions

There are no definitions associated with this Procedure.

4. Responsibilities

For the purposes of this Procedure:

the **General Manager – Secondary Services** is required to:

- oversee all aspects of this Procedure.

All Staff Members are required to:

- ensure they abide by the requirements of this Procedure.

5. Resources Required

This Procedure requires:

- Wheelchairs
- Requisition Book
- Cleaning materials

6. Process

- 1.00 All standard manual wheelchairs will be purchased as capital expenditure (as per the *WCDHB Capital Expenditure Procedure*).
- 1.01 Advice and recommendations on purchasing wheelchairs is to be obtained from the Occupational Therapy Department prior to orders being placed.
- 1.02 Wheelchairs will be allocated throughout WCDHB according to need.
- 1.03 New wheelchairs will be permanently numbered and named on frames, footplates and armrests.
- 1.04 Wheelchairs that have been allocated to specific Services/Departments/Wards are the responsibility of the relevant Manager with regards maintenance
- 1.05 All wheelchairs are required to undergo an annual maintenance check that is to be performed by the Trades Department, who are also responsible for undertaking repairs of wheelchairs.



Wheelchair Procedure

Procedure Number
WCDHB-PG-0062

Version Nos:
4

- 1.06 All wheelchairs are to be kept in a clean condition (as per the *WCDHB Wheelchair, Commode & Bed Cleaning Procedure*)

7. Precautions And Considerations

- Advice and recommendations on purchasing wheelchairs is to be obtained from the Occupational Therapy Department prior to orders being placed.
- All wheelchairs are required to undergo an annual maintenance check
- All wheelchairs are to be kept in a clean condition

8. References

There are no references associated with this Procedure.

9. Related Documents

WCDHB Wheelchair, Commode & Bed Cleaning Procedure

Revision History	Version:	5
	Developed By:	Quality Improvement Co-Ordinator
	Authorised By:	Chief Executive Officer
	Date Authorised:	January 1998
	Date Last Reviewed:	January 2007
	Date Of Next Review:	January 2009