



**Guidance on the Provision of Equipment
to Clients Resident in
Care Homes and Care Homes with Nursing**

**Integrated Equipment Service for Dorset
(I.E.S.D.)**

February 2012

INDEX

	Page
1. INTRODUCTION	3
2. BACKGROUND	3
3. TYPES OF EQUIPMENT	3
4. HEALTH AND SAFETY IN CARE HOMES	4
5. VARIETY OF EQUIPMENT AVAILABLE IN CARE HOMES	4
6. FACILITATING DISCHARGE AND FACILITATING PLACEMENTS	4
7. EQUIPMENT FOR INTERMEDIATE CARE	4
8. PROVISION OF SPECIAL, NON STANDARD OR BESPOKE EQUIPMENT	4
9. COLLABORATION BETWEEN CARE HOMES AND COMMUNITY EQUIPMENT SERVICES	5
10. HELPFUL SUGGESTIONS TO CARE HOMES WHEN REPLACING THEIR EQUIPMENT	6
11. PRESSURE RELIEVING EQUIPMENT	6
12. TRANSFER OF EQUIPMENT ON CHANGE OF ADDRESS	7
13. HOW TO RETURN EQUIPMENT	7

Appendix

QUICK GLANCE TABLE TO PROVISION OF EQUIPMENT TO CLIENTS IN CARE HOMES

1. INTRODUCTION

1.1 The purpose of this document is to clarify the responsibilities for the provision of equipment between Dorset County Council, NHS Dorset, Dorset HealthCare University NHS Foundation Trust, Dorset County Hospital NHS Foundation Trust and Care Homes.

1.2 The local guidance notes on equipment for clients resident in Care Homes have been produced to provide clarity for clinicians and homeowners alike and to give the responsibilities for the provision of equipment a greater equity across our organisational boundaries.

2. BACKGROUND

2.1 Equipment provision in Care Homes is an integral part of supporting users and frontline staff providing services.

2.2 Care Homes may provide a range of care including intermediate care, nursing care and palliative care.

2.3 Many types of equipment can be expected to be provided in Care Homes and they should relate to the care for which the homes are registered

3. TYPES OF EQUIPMENT

3.1 The “Care Homes for Older People National Minimum Standards and the Care Homes Regulations 2001” documents refer to provision of equipment and adaptations. To help develop local policies, this document divides equipment into:

- catalogue items or standard equipment
- non-standard equipment or non catalogue items/specials

3.2 This guidance can be found at:

http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/@dh/@en/documents/digitalasset/dh_4135403.pdf

Catalogue Items / Standard equipment

3.3 Standard equipment is widely available to support individuals in their own homes. In Care Homes the use of standard equipment can make an important contribution to meeting the care needs of individuals in accordance with their agreed care plans. This equipment needs to be adaptable and flexible. It would be essential in meeting requirements such as general health and safety obligations and providing personalised care.

Non-standard equipment / Specials

3.4 This is specialised often bespoke equipment tailored to the specific needs of an individual.

Non-standard equipment may:

- be prescribed by an individual who has received enhanced training, or
- require enhanced training to operate and clinically use, or to teach others to operate it, or

- be supplied by the community equipment service under local authorisation rules or may not be part of the standard equipment service

4. HEALTH AND SAFETY IN CARE HOMES

4.1 The Health and Social Care Act 2008 requires that the health, safety and welfare of service users and staff are promoted and protected. It is the responsibility of the Registered Manager to ensure that all working practices are safe. This includes infection control, moving and handling, fire safety, first aid, food hygiene, health and safety risk assessment, skin integrity/tissue viability, near miss, incident and accident reporting.

4.2 The 1974 Health and Safety at Work Act requires an employer to provide suitably maintained equipment, training and supervision and a safe working environment for its employees. It is the employees' responsibility to follow instructions and to ensure their own and others safety at all times. The 1992 Management of Health and Safety at Works Regulations requires employers i.e. the Registered Manager to ensure that risk assessments are carried out and that active steps are taken to reduce workplace risks as far as possible.

5. VARIETY OF EQUIPMENT AVAILABLE IN CARE HOMES

5.1 It is expected that Care Homes will provide a range of equipment to meet the needs of a variety of individuals. Account should be taken of variations in height, size, width and weight of residents. It is expected that homes will have a broad range of different types of equipment that can be used to meet all their resident's needs.

6. FACILITATING DISCHARGE AND FACILITATING PLACEMENTS

6.1 *'Getting Started' Community Equipment and Care Homes, issued by the Department of Health and last updated 12 October 2004*, clearly states that "Care Homes should not accept people whose assessed needs they are unable to meet. However, where the absence of a particular piece of equipment in a care home is **temporary** and the provision of equipment would facilitate a discharge from an acute hospital bed, or enable the user to stay in the Home, the local community equipment service should consider providing support." This will be at prescribers' discretion, should be authorised by the relevant senior manager and will not be provided for a period longer than 28 days from delivery.

6.2 This guidance can be found at http://www.devon.gov.uk/getting_started_document_12_october_2004_-__.pdf

7. EQUIPMENT FOR INTERMEDIATE CARE

7.1 If the statement of purpose includes Intermediate Care the home should provide a full range of equipment to meet the needs of the clients/patients admitted.

8. PROVISION OF, NON STANDARD OR BESPOKE EQUIPMENT

8.1 As stated in 3.4 above this is non-stock community equipment which will be specifically tailored in respect of design, size and weight to meet an individual's

needs and cannot be met by standard catalogue equipment. These items cannot be purchased as “off the shelf” products from a specialist supplier.

8.2 This equipment is for the sole use of the identified individual and would not be designed or suitable for use by other residents. It is expected that the home will have a variety of equipment to meet their clients’ needs. However, there will be a very small number of residents that may require a specialist piece of equipment to be made or purchased to support their specific requirements.

8.3 In the case of exceptional need and following specialist assessment by accredited equipment prescriber this type of equipment may be considered for supply through the Integrated Equipment Service (I.E.S.D.).

9. COLLABORATION BETWEEN CARE HOMES AND COMMUNITY EQUIPMENT SERVICES

9.1 This document identifies some of the important references for developing local partnership arrangements between Care Homes, commissioners and the Integrated Equipment Service, with regard to the issue of equipment to meet client / resident needs.

The Integrated Equipment Service for Dorset

9.2 The Integrated Equipment Service has implemented a number of initiatives in order to help homes meet their equipment obligations. Whenever appropriate the service will provide:

- Information on the types and uses of a range of equipment through assessment by a qualified Prescriber
- Advice on replacing equipment as above.
- An audit of equipment already in place in the home
- A collection service for equipment previously on loan from the Integrated Equipment Service or its predecessor

Commissioners of Services

9.3 Commissioners of services will:

- Be clear about the arrangements for equipment in general contracts/agreements and individual service user contracts
- Ensure that service users in Care Homes are treated equitably with those in other care environments (e.g. access to services, reviews etc)

Nurses / Therapists / Other Prescribers:

9.4 Care managers/nurses/therapists should:

- Ensure that health and social care assessments meet SAP/FACS/nursing needs requirements and that nursing and care plans make references to equipment needs as part of comprehensive/specialist assessments
- Ensure that service user needs are monitored and reviewed and that appropriate changes are made to care plans and nursing plans

Care Homes

9.5 Care Homes should be willing to help the Integrated Equipment Service by:

- Checking ownership and arrangements for equipment when users are first admitted to the home;
- Identifying when equipment is no longer required and releasing it promptly for collection;
- Informing care managers of changes in service users' needs;
- Informing the Service promptly in the event of loan equipment breakdown;
- Notifying changes in service user arrangements for whom equipment has been loaned (e.g. hospitalisation, movement to another care home)

10. HELPFUL SUGGESTIONS TO CARE HOMES WHEN REPLACING THEIR EQUIPMENT

10.1 When new equipment purchases need to be made it is recommended that consideration be given to replacing with a variety of models to meet different needs.

- Electric or manual profiling beds can meet both resident and care worker needs, noting safe working loads;
- Chairs and commodes should be offered in a variety of heights, widths and weight limits;
- Chairs with wooden ended arms will show less wear and tear than fabric and are better for pushing up from sitting to standing;
- Commodes can be offered with removable arms to allow for sideways transfers, may be wheeled or static with a generous weight limit. Height adjustable commodes allow for individual needs to be met;
- Electric hoists and ceiling track hoists allow for greater ease of use than manual models;
- Bath hoists can have reclining backs which can be more comfortable for the resident;
- Consider integral weighing scales when replacing hoists.

11. PRESSURE RELIEVING EQUIPMENT

11.1 When purchasing pressure relieving equipment it may be helpful to consider the following:

- Pressure relieving mattresses and cushions that will support the tissue viability of all residents who are assessed at risk, noting safe working loads;
- Is it comfortable? Does it have a comfort dial?
- How durable is it? What is the anticipated life expectancy?

- How easy is it to clean? Are there nooks and crannies making cleaning difficult? Do the leads from the mattress to the motor have easily cleaned sleeves?
- How noisy is it? Is it likely to disturb the resident's sleep?
- Do you need a Cardio Pulmonary Resuscitation (CPR) facility? Are any residents who might need resuscitating going to be nursed on it?
- Will the manufacturers provide on-going service?
- Will the manufacturer provide free of charge loan in the event of breakdown during the warranty period?
- Will the manufacturer provide on-going in-service training for new staff on the use of the equipment?

12. TRANSFER OF EQUIPMENT ON CHANGE OF ADDRESS

12.1 If an individual is moving within Dorset, the supplier should be contacted to discuss arrangements for the agreed transfer of complex equipment to the new address.

12.2 If an individual is moving out of the area, then the supplier should be contacted to collect all equipment and the individual will have equipment provided by health and social care at their new address.

12.3 If an individual is moving to a permanent placement, it will be expected that the home will have all the necessary equipment to support the individual's assessed needs. The exception to this is when the individual has been prescribed a bespoke piece of equipment and it will be acceptable that the equipment is transferred to the placement.

12.4 Infection control measures will need to be considered when moving equipment.

13. HOW TO RETURN EQUIPMENT

13.1 If a patient has had equipment provided by the Integrated Equipment Service (I.E.S.D.) it is for their sole use and it should not be given to other residents.

13.2 If the equipment is no longer required, then the equipment should be returned to:

**Pluss,
Units 1-5, Holland Business Park,
Holland Way
Blandford Forum,
Dorset
DT11 7BJ**