



NAEP Eastern Regional Group

Guidance for Provision of Community Equipment in Care Homes

Issue 3: Updated July 2020

Eastern Regional Guidance for Provision of Community Equipment in Care Homes

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KEY MESSAGES WITHIN THIS DOCUMENT

CES = The local **C**ommunity **E**quipment **S**ervice for a particular area/county

- ❖ The table at Appendix 1 details the local arrangements and the range of equipment that should be available from the local CES for a given area
- ❖ Community practitioners (nursing & therapy staff) must adhere to these guidelines when assessing residents in care homes (section 4.1)

CARE HOME RESPONSIBILITIES

- ❖ Care Homes must have and maintain, their own range of general equipment as part of their statement of purpose/registration (section 3.1)
- ❖ Care Homes must ensure that as CES loaned equipment is prescribed for the sole use of an individual resident it must not be used by any other resident (section 3.4; 5.1; 8.1; 8.10)
- ❖ Care Homes are responsible for ensuring that their staff are competent and confident in using the full range of equipment in the home (section 3.1)
- ❖ Care Homes must ensure that CES loaned equipment is returned to the CES as soon as it is no longer required for the resident for whom it was prescribed (section 5.1; 8.9; 8.13)
- ❖ Registered Nursing Homes are responsible for meeting the majority of the equipment needs of their residents (section 6.3; Appendix 1)
- ❖ Care Homes are advised to keep a record of CES equipment on loan to their residents in case of any queries (section 9)
- ❖ Care Homes will be liable if CES equipment is damaged or lost (section 8.12)

CES RESPONSIBILITIES

- ❖ CES will provide the loan of equipment following assessment by a health or social care practitioner to named residents who are eligible under the criteria in Appendix 1 (section 3.3; 5.1)
- ❖ CES will maintain a schedule of all CES equipment in Care Homes requiring checks and maintenance, arrange and carry out checks, maintenance and repairs as required. (section 5.1; 8.6)
- ❖ CES will carry out audits of equipment on loan to Care Homes (section 8.15)

- ❖ CES will collect equipment no longer required by the resident within the standard collection period.

Detailed explanations of all the above points are contained within the individual sections of this document

1.0 Purpose of this document

1.1 This document is based around the legislation for England.

1.2 The purpose of this document is to:

- clarify the relationship between CES and registered care homes across the relevant local area as specified at appendix 1
- provide a basis for local protocols and contracts
- enable lead commissioners of community equipment services to identify their obligations in relation to care homes for adults and older people (i.e. this document excludes equipment for children and those aged 18 or 19 years old in full time education)
- provide prescribers with clear guidance on their obligations when assessing residents for equipment in care home settings
- help care home owners understand their equipment obligations to residents and clarify who is responsible for funding the equipment.

1.2 An equipment matrix has been developed which takes into account local variations (see Appendix 1 – default position only). The matrix will be adapted by each area to meet local need and provision.

2.0 Background and Introduction

2.1 This document has been developed by the Eastern Region NAEP Group (see 2.2) using

- Health and Social Care Act 2008 (Regulated Activities) (Amendment) Regulations 2015 (Part 3)
- The Care Act 2014
- The Care and Support (Charging and Assessment of Resources) Regulations 2014 (Part 2)
- Care Quality Commission (Registration) Regulations 2009 (Part 4).
- the Department of Health Guidance: *Community Equipment and Care Homes* (2004)
- Care Homes Regulations 2001
- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1992
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Royal College of Occupational Therapists *Care Homes and Equipment; Guiding Principles for Assessment and Provision 2019*; and
- Health and Safety Executive HSG220 *Health and Safety in Care Homes 2014 (Chapter 4)*.

This legislation is based on English law and this list will need amending for use in the devolved nations.

2.2 Eastern Region NAEP Group: The National Association of Equipment Providers (NAEP) is divided into several regional geographical areas. This document has been developed by the Eastern Region Group which covers the following areas (issue 1: was published in consultation with the Chief

Nurse for the NHS Midlands and East SHA and ADASS Contracting Group):

- Bedford Borough
- Cambridgeshire
- Central Bedfordshire
- Essex
- Hertfordshire
- Luton
- Norfolk
- Peterborough
- Southend-on-Sea
- Suffolk

2.3 CES: These services are contracted by local commissioners to provide community equipment on loan to adults and children following assessment by Health and/or Social Care practitioners. Equipment is provided to assist people to perform essential activities of daily living and to maintain their health, independence, and wellbeing in the community.

2.4 The aim of this document is to promote understanding between managers/owners of care homes, health and social care commissioners and community equipment services commissioned by health and local authorities. It forms the basis of local policies, agreements, and contracts.

2.5 Care homes may, in addition to their general provision, provide a range of care including intermediate care, palliative care, respite care and continuing health care. People living in care homes have the same rights to services, including the provision of some equipment, as those living in their own homes.

2.6 Care homes are responsible for having and maintaining their own range of equipment to meet a variety of care needs, including variations in height, weight and size. This equipment should relate to the care for which the home is registered and fulfil the care homes' health and safety obligations to their own care staff. Refer to table at Appendix 1 starting on page 12.

3.0 Overview

3.1 Equipment provision should be focused on the residents' needs and should be provided by the care home, if it is the type of equipment required by its residents as part of its statement of purpose/registration. The equipment provided must be issued as part of a risk management process and staff competently trained in the use of equipment.

3.2 The incorrect use of equipment can lead to safeguarding issues, for example risk of harm to residents when using equipment that was not prescribed for them, or lack of regard to infection control procedures. Care homes must ensure that any risks are minimised through the correct use of equipment, the training of staff and adherence to policies and standards.

- 3.3 CES can assist in providing equipment on loan for use by an individual when the need falls outside of the home's general provision as outlined in Appendix 1.
- 3.4 CES loaned equipment should be properly maintained, returned promptly, and is provided for a designated, individual resident as part of a care plan. It must **not** be used by any other resident as this contravenes infection control standards and harm can be caused if the equipment is unsuitable.
- 3.5 The term "loan equipment" in the context of this document does not include domestic furniture e.g. divan beds/armchairs as these will be provided by the care home, the resident themselves or their family/carers.

4.0 Assessment

4.1 General Points

The assessment, care plan and review process (by care homes and clinical practitioners) are important for successfully meeting equipment needs. Many disputes about equipment provision can be avoided by good practice in assessment. Particular care should be given to early planning for hospital admissions and discharges. CES equipment will only be supplied following an assessment by Health or Social Care staff in accordance with CES eligibility criteria.

4.2 Moving & Handling Assessments

Care home staff will need to complete a moving and handling risk assessment as soon as a resident moves into the home. This must be reviewed each time there is a change in health or functional ability. Care homes are expected to have a full range of modern, up-to-date moving and handling equipment available. Care home staff will need to be competent and confident to recommend which moving and handling equipment is appropriate for the range of needs within the home. The range of standard equipment provided by the care home should include equipment such as handling belts and slide sheets, hoists and slings, transfer aids in different styles and sizes. Referrals for additional professional expertise from moving and handling advisors, or Occupational Therapists, may be required when equipment provided by the care home does not meet a resident's needs and alternative or bespoke solutions may need to be considered.

5.0 Working in partnership

5.1 There are areas where care homes and community equipment services can productively collaborate:

CES should support care homes wherever possible, subject to local agreements, with the following:

- advice on equipment loaned by the local CES
- maintenance and repair of equipment on loan from CES
- demonstration of equipment by clinical practitioners

- supply of equipment on loan for individual names residents as per section 4.1

Care homes should support community equipment services by:

- ensuring they understand who owns items of equipment that residents may bring with them when first admitted to the home
- if CES equipment is brought into the home from the resident's property CES should be notified (refer to section 6.6)
- advising CES if a maintenance check on CES equipment is overdue
- identifying when CES equipment is no longer required and arranging for its prompt collection
- ensuring that equipment prescribed for an individual resident is not used by other residents
- informing clinical practitioners of changes in residents' circumstances e.g. change in pressure care risk, change of functional ability,
- informing CES promptly in the event of CES equipment breakdown.

6.0 Principles of Equipment Provision in Care Homes

6.1 The purpose of providing equipment is to increase or maintain functional independence and wellbeing of residents and care staff as part of a risk management process. It is important to find practical ways of supporting residents, facilitating hospital discharges and avoiding unnecessary admissions, through the use of equipment.

6.2 Consideration must be given to the most cost-effective method of meeting the assessed need. A careful balance must be achieved between the independence and dignity of the resident and the health, safety and welfare of the resident and care staff.

6.3 Residents in registered nursing homes will have their equipment provided and funded by the nursing home. Standard equipment provided by the nursing home will include pressure care overlays and replacement mattresses to maintain tissue viability (static and dynamic systems), as well as profiling beds.

Registered nursing homes will have available a range of seating, including seating with integral pressure relief and/or postural support functions, to meet the needs of their residents.

6.4 Residents in registered nursing homes funded by NHS Continuing Health Care may have bespoke equipment needs. Assessment and provision/funding of these specialist items will be undertaken by the local NHS CHC Team. This assessment may occur before admission to the nursing home and further assessments may also be required if clinical needs change.

6.5 Specific items of equipment may also be provided by CES on a **short term up to 6-week loan** basis to assist with planned respite, emergency respite, long term discharge placement and short-term NHS discharge placement.

- 6.6 Equipment should not be transferred from or to a person's home for respite care due to infection control risks. However certain items such as mobility aids or bespoke slings may be permitted in consultation with the clinical practitioner and the care home manager.
- 6.7 If a client has their own tenancy with a supported living environment, then this is considered as living within the community and therefore equipment provision will be funded via the CES following an assessment by a clinical practitioner.
- 6.8 General equipment in extra care schemes which is available for use by more than one client must be funded by the Extra Care Housing Provider, or in consultation with the relevant Local Authority.
- 7.0 Care Quality Commission (CQC) Guidance for Providers on Meeting the Regulations (March 2015) – Regulation 15: Premises and Equipment**
- 7.1 The CQC have issued guidance for providers (which in the context of this document means the Care Home) on meeting two groups of regulations:
- Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 (Part 3)
 - Care Quality Commission (Registration) Regulations 2009 (Part 4)
- 7.2 Section 2 of the guidance: Fundamental Standards includes a section on Regulation 15: Premises and Equipment (*page 55*). This regulation states that all premises and equipment used by the service provider (Care Home) must be:
- a) clean
 - b) secure
 - c) suitable for the purpose for which they are being used
 - d) properly used
 - e) properly maintained
 - f) appropriately located for the purpose for which they are being used
- 7.3 Providers (Care Homes) retain legal responsibility under these regulations when they delegate responsibility through contracts or legal agreements to a third party, independent suppliers, professionals, supply chains or contractors. They (the Care Homes) must therefore make sure that they meet the regulation, as responsibility for any shortfall rests with the provider (Care Home).

Reference: Care Quality Commission: Guidance for providers on meeting the regulations (March 2015) <http://www.cqc.org.uk> [web site confirmed July 2020]

8.0 Equipment Loaned to a Care Home by CES

- 8.1 Following an assessment by a Health or Social Care practitioner, equipment on loan from CES will be for the **exclusive** use of the person for whom it is prescribed. (See section 3.3).
 - 8.2 If the equipment provided for a specific individual is subsequently used with another resident and an incident or accident occurs, the care home will be held liable.
 - 8.3 Equipment provided by CES is issued with manufacturer's instructions and guidelines for use and maintenance. Care staff must use the equipment within the manufacturer's guidance and maintain the item in good condition.
 - 8.4 Care staff must be trained in the use of the equipment. This is the responsibility of the care home and is a mandatory requirement under the Health & Safety at Work Act (1974), the Provision and Use of Work Equipment Regulations (PUWER) (1998) and MHRA Managing Medical Devices (2015).
 - 8.5 Day-to-day operational cleaning/disinfection of loan equipment is the responsibility of the care home, which must follow the manufacturer's instructions provided by the CES provider.
 - 8.6 All repair and maintenance of CES loan equipment will be carried out by the CES provider. CES will be responsible for maintaining a schedule of all loan equipment requiring ongoing and regular maintenance.
 - 8.7 Equipment provided on loan through CES will need to be made accessible for appropriate checks, repairs and maintenance when requested by the local CES provider.
 - 8.8 CES equipment must not be dismantled and reassembled by anyone other than a representative of the CES Provider.
 - 8.9 Care home staff are responsible for notifying CES in the following circumstances:
 - resident no longer requires a loaned item of equipment
 - resident has died
 - resident with CES equipment has moved to another location
 - resident's needs have changed, and the loaned item of equipment is no longer suitable (a further assessment will be required)
 - equipment breakdown or repair
- A sample form is attached at Appendix 2, which can be adapted and used to inform the CES provider of any of the above changes.
- 8.10 Equipment that is no longer needed by the resident for whom it was originally prescribed must **never** be transferred for use by another resident. Care homes will be closely monitored in this regard.

- 8.11 In dual registered care homes, residents who are transferred from a registered 'residential' bed to a registered 'nursing' bed should have their equipment needs provided by the registered nursing establishment. Any CES equipment they have at the point of transfer must be returned to CES unless there is a specialist, non-standard item of equipment prescribed for that individual's specific and specialist needs, and only after agreement with the relevant Health or Social Care practitioner.
- 8.12 The care home will need to meet the cost of all repairs arising from negligence, damage or inappropriate use of loan equipment (this includes defacing the equipment or permanent marking with a resident's name), or the full replacement cost, if damage is beyond repair. Care homes will be charged for the full replacement cost for all equipment not returned or deemed 'lost'. (See also 8.13.) Invoices will be raised by the relevant CES budget holder/Commissioner/Finance department.
- 8.13 A charge will be made to care homes who fail to arrange for the collection of CES rental equipment (usually beds and specialist mattresses), when they are no longer required by the resident(s) for whom they were prescribed, e.g. in the event of a resident's death. This charge will be equal to the rental costs incurred by the CES budget from the time the equipment should have been returned by the care home, to the date the item(s) were collected and removed from hire by the CES.

(Not all equipment services have rental equipment and care homes should check arrangements in their local area).

- 8.14 Equipment awaiting collection by CES must be stored in a dry, secure, clean location and not stored alongside the care homes' own supply of clean equipment. This is to comply with infection control procedures for used equipment.
- 8.15 CES, in liaison with their Health and Social Care Commissioners, will monitor and audit equipment on loan to care homes at least annually.

9.0 Care Home Records of CES Equipment

- 9.1 It is highly recommended that care homes keep their own records of what CES equipment is on loan to their residents.
- 9.2 These records would be expected to show:
- Name of resident
 - Room number
 - Date delivered
 - Description of equipment on loan
 - CES product code/bar code/or serial number of each item
 - Service/maintenance/repair record
 - Location of where it is stored (whilst awaiting collection)
 - Date collected

- 9.3 If hard copies of signed delivery/collection notes are given to the care home by the CES Provider, these should be kept with the above records.

APPENDIX 1 - EQUIPMENT MATRIX

The table below is provided to assist community equipment services, care home providers and others in determining the local arrangements and responsibilities for the provision and maintenance of equipment in care homes in the following area(s).

Name of Local Area(s) Covered by this matrix _____

Abbreviations:

CH	Care Home
CES	Community Equipment Service (following assessment by identified prescriber/assessor)
SIS	Sensory Impairment Service (Service for people with visual and/or hearing impairment)
NHS	Health equipment not normally provided by CES
CHC	NHS Continuing Health Care
GP	General Practitioner via prescription
-	Not applicable

Type of Equipment	Arrangements & responsibilities for provision and maintenance		Comments
	Nursing Home	Residential Home	
Bathing Equipment			
Range of bath seats	CH	CH	
Range of bath boards	CH	CH	
Bath step	CH	CH	
Powered bath lift	CH	CH	
Swivel bathers	CH	CH	
Range of shower chairs	CH	CH	
Range of shower stools	CH	CH	
Bespoke Shower Chairs	CH	CES	May be provided following an assessment by clinical practitioner for an individual named resident
Plus Size versions of standard equipment	CH	CH/CES	Plus size equipment is mainstream so care homes are expected to have standard plus size items available within the home. Non-standard bespoke equipment will be subject to the special orders authorisation process following assessment by the clinical practitioner.

Type of Equipment	Arrangements & responsibilities for provision and maintenance		Comments
	Nursing Home	Residential Home	
Bedroom			
Beds Powered variable height, profiling beds	CH	CH/CES	<p>Responsibility of care home in terms of moving and handling legislation for care staff.</p> <p>Low beds for residents with Dementia - please refer to local policy [insert documentation]</p> <p>Provision for residential care homes following an assessment by an approved practitioner for health needs. For example: Where the client has acute respiratory need and requires the profiling function to sit upright and other solutions i.e. back rest, bed wedge, pillow lift have been tried and found to be unsuccessful. Where the profiling function is essential to assist in the management of pressure care As part of a prescribed rehabilitation programme where the profiling and variable height functions will enable client to transfer independently and prevent the use of a hoist. May be CHC funded in some cases</p>
Variable height, profiling plus size bed	CH	CH/CES	<p>The statement above applies in full AND where the client's weight is above the maximum weight limit of a standard variable height profiling bed, then the provision of a plus size bed may be considered following a full documented risk assessment by the clinical practitioner. May be CHC funded in some cases.</p>
Bespoke beds for people (CHC funded) with complex treatment and care needs	CHC	CHC	<p>Through NHS Continuing Health care panel only and if the person is eligible for NHS Continuing Health Care funding (eligibility must be established independently of the equipment)</p>
Bed Accessories			
Bed blocks and raisers	CH	CH	Responsibility of care home in terms of meeting moving & handling legislation for care staff.
Range of back rests	CH	CH	
Bed Stick	CH	CH	
Blanket Cradle	CH	CH	
Powered Mattress Variator	CH	CH/CES	
Over bed trolley/table	CH	CH	
Lifting pole	CH	CH	

Bed Side Rails: Divan bed rails (and bumpers) Profiling variable height bed rails (and bumpers)	CH	CH/CES	Subject to full documented risk assessment by the clinical practitioner as these are high risk items.
Type of Equipment	Arrangements & responsibilities for provision and maintenance		Comments
Chair Raising Equipment	Nursing Home	Residential Home	
Chair blocks and raisers	CH	CH	
Dressing Equipment			
Stocking aid/Tights aid	CH	CH	Client may be required to purchase these privately
Long handled shoehorn	CH	CH	Client may be required to purchase these privately
Environment Support			
Helping hand	CH	CH	
Kitchen Trolley	CH	CH	
Perching stool	CH	CH	
Falls			
Hip protectors	CH	CH	Advice available through local Falls Prevention Service – care homes to check local provision
Help with Feeding			
PEG feeding equipment	NHS	NHS	Provision through acute hospitals
PEG feeding consumables	NHS	NHS	
For intravenous feeding and transfusion	NHS	NHS	
Range of feeding equipment	CH	CH	E.g. plate accessories
Mobility Equipment			
Walking stick	CH	NHS/CES	} All these items may be available through local CES or other Health provision
Fisher walking stick	NHS/CES	NHS/CES	
Walking frames with/without wheels	NHS/CES	NHS/CES	
Gutter walking frame	NHS/CES	NHS/CES	
Elbow crutches	NHS/CES	NHS/CES	
Gutter crutches	NHS/CES	NHS/CES	
3 or 4-wheeled walkers	NHS/CES	NHS/CES	

Ramps	CH	CH	
Assorted grab rails	CH	CH	
Type of Equipment	Arrangements & responsibilities for provision and maintenance		Comments
Moving and Handling Equipment	Nursing Home	Residential Home	
Mobile Standard Hoist	CH	CH	
Ceiling Track Hoists	CH	CH	
Plus size Hoists	CH	CH/CES	Provision will be following a risk assessment by a clinical practitioner (could be funded by CHC in some cases). Stock not routinely held at CES. Subject to special orders process and authorisation. Will only be considered by CES where resident's weight is above the maximum weight limit of a standard hoist.
Standard slings	CH	CH	
Bespoke slings	CES	CES	Provision will be following an assessment by a clinical practitioner (could be CHC funded in some cases, if the client is already identified as eligible and assessed for a bespoke sling). Stock not routinely held at CES. Subject to special orders process and authorisation.
Standing Frame	CH	CH/CES	For common/general use - equipment is to be provided by the care home. For a named individual these may be provided where a standing frame is assessed to be essential. Stock not routinely held at CES. Subject to special orders process and authorisation.
Standing Aid (Powered)	CH	CH/CES	For common/general use - equipment is to be provided by the care home. For a named individual these may be provided where a standing hoist is assessed to be essential as part of a short term prescribed rehabilitation programme and the client is expected to progress to the use of a non-powered stand aid or independent transfers.
Standing Aid (non-powered)	CH	CH	Transfer aids e.g. Rota Stand, Arjo Stedy, Cricket, Return
Transfer Boards	CH	CH	
Handling Belts	CH	CH	
Slide sheets/one-way glide sheets / 4 way movement systems	CH	CH	
Nursing Equipment and Nursing Procedures			
Venepuncture	GP	GP/NHS	Can be GP or NHS funded
Vacutaine bottles for blood tests	GP	GP/NHS	Can be GP or NHS funded

Syringes and needles	CH	NHS	
Type of Equipment	Arrangements & responsibilities for provision and maintenance		Comments
Catheterisation	Nursing Home	Residential Home	
For management of catheterisation e.g. bag, stand, packs	CH	GP/NHS	Can be GP or NHS funded
Prescription for catheters and bags	GP	GP/NHS	Can be GP or NHS funded
Dressings			
For procedures related to aseptic and clean dressings	GP	NHS	GP/nursing prescription
Medicine administration			
For administration of oral medicine/medication	CH	CH	Medicine via prescription/chemist packs
For administration of rectal medication	CH	NHS	These procedures are carried out by District Nurses for residential care homes
For administration of medication by injection	CH	NHS	
Standard syringe drivers	CH	NHS	
Specialist syringe drivers, e.g. for epidurals	NHS	-	
Nursing Procedures			
Routine nursing procedures e.g. testing urine, BP, BM (glucometer)	CH	NHS	District Nurses and Specialist Nurses
Pressure Care			
Overlays or mattresses and cushions for low to medium risk	CH	CH	
Mattresses and /or cushions for medium to high risk	CH	CH/CES	Provision to residential care homes following a specialist risk assessment for tissue viability medium to high risk needs only
Alternating Dynamic (and pump) overlays, mattresses and/or cushions for medium to high risk	CH	CH/CES	Provision to residential care homes following a specialist risk assessment for tissue viability medium to high risk needs only

Type of Equipment	Arrangements & responsibilities for provision and maintenance		Comments
	Nursing Home	Residential Home	
Respiration			
For maintenance of respiration e.g. suction units	CH	NHS/CES	These units may be available for individual users in residential homes through local CES or other Health provision
Oxygen cylinders/concentrators	GP	GP	
Oxygen administration consumables	GP	GP	
Simple nebulisers	CH	GP	
Resuscitation equipment (e.g. mouth to mouth)	CH	CH	E.g. ambu masks and bags
Pulse oximeters	CH	NHS	
Non-standard complex Nebuliser and humidifiers (e.g. for ENT, CPAP BIPAP)	NHS	NHS	Specialist secondary care services
Seating			
Standard chairs including a range of riser recliners	CH	CH	
Specialist postural support bespoke chairs	CH/CES	CH/CES	These items may be available through local CES or other provision subject to special orders process/local policies, or if eligible for NHS Continuing Health Care funding and clinically prescribed for such equipment
Sensory			
Range of sensory impairment equipment	CH/SIS	CH/SIS	Care homes are expected to provide a range of standard equipment such as flashing fire alarms/flashing door bells etc. Other sensory items may be available through referrals to local SIS teams
Telecare			
Range of Telecare items	CH	CH	Care homes are expected to provide calls systems, monitors, PIRs etc. Refer to Assistive Technology Services for local provision

Type of Equipment	Arrangements & responsibilities for provision and maintenance		Comments
	Nursing Home	Residential Home	
Telehealth			
Range of Telehealth items	NHS	NHS	E.g. vital signs monitoring - available through local Telehealth provision
Toileting			
Bedpans and urine bottles	CH	CH	
Range of commodes: standard and mobile	CH	CH	
Raised toilet seats	CH	CH	
Toilet frames	CH	CH	
Continence pads (local policies)	NHS/CH	CH/NHS	Full assessment to be completed - must meet eligibility criteria for continence service
Special sheets (local policies)	NHS/CH	CH/NHS	Full assessment to be completed - must meet eligibility criteria for continence service
Wheelchairs			
Push wheelchairs, standard transit chairs and basic wheelchair cushions	CH	CH	For common/general use
Wheelchairs and accessories provided by wheelchair services for permanent and substantial usage after trauma or short-term palliative care	NHS Wheelchair services	NHS Wheelchair services	For a named individual to use following an assessment by a qualified therapist only.

Change in Circumstances Form
Equipment on Loan to Residents in Care Homes

**This form is to be used by care home personnel.
 It must be used to inform the local Community Equipment Service when:**

- residents' circumstances change
- the loan equipment is no longer needed by the resident it was prescribed to and should be collected
- a resident is moving to another establishment

RESIDENT'S DETAILS

Name:	Date of Birth:
Current address:	
Tel No:	

Equipment on loan (please list and include product code/barcode/serial number)

Item of Equipment	Product/Bar code/serial number

Please indicate the reason for completing this form

- Equipment is no longer needed and should be collected
- Resident has moved/is moving to another establishment

New Address:

.....

.....

Date of move

FAX COMPLETED FORM TO (insert safe haven fax number for CES contact details)

Bespoke	Bespoke equipment refers to equipment that is specially tailored to the individual needs of a resident and is not available “off the shelf” from any manufacturer/supplier.
CES	Community Equipment Services - The local service for a particular area or county that is responsible for providing community equipment on loan to adults and children following assessment by health and/or social care practitioners. These services are sometimes provided ‘in-house’ i.e. directly provided by the NHS or a Local Authority or they may be contracted out to private sector companies.
CHC	NHS Continuing Health Care is a package of continuing care provided outside hospital, arranged and funded solely by the NHS, for people with ongoing healthcare needs and subject to an eligibility assessment.
Clinical Practitioner	Is the person responsible for assessing the resident and their equipment needs.
CQC	Care Quality Commission – are the independent regulator of health and adult social care services in England. Their role is to monitor, inspect and regulate services to make sure they meet fundamental standards of quality and safety.
Loan	Equipment that is on loan to the care home from CES for use by an individual resident, where the need falls outside of the home’s general provision. Loan equipment does not include domestic furniture e.g. divan beds and armchairs. Loan equipment is supplied following an assessment by Health and/or Social Care staff in accordance with eligibility criteria.
MHRA	Medicines and Healthcare products Regulatory Agency (MHRA) are responsible for sending Medical Device Bulletins and Field Safety Notices. MDA DB 2006 (05) is guidance for managing medical devices and provides an outline for a systematic approach to the purchasing, deployment, maintenance, repair and disposal of medical devices.
NAEP	National Association of Equipment Providers is an established membership association, which represents a broad spectrum of personnel working in all sectors of community equipment provision and their associated services in the United Kingdom.
PUWER	Provision and Use of Work Equipment Regulations came into force on 5 th December 1998. The Regulations require that any risks to people’s health and safety, from equipment that they use at work, is prevented or controlled. Generally, any equipment that is used by an employee at work is covered. In addition to the requirements of PUWER, lifting equipment is also subject to the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).