

Wheelchair and Seating Outreach Service

Guideline – booking an outreach clinic appointment

EMS Assessor completes an assessment and identifies that an outreach clinic would be of benefit

This assessment must include:

- Understanding of the person/person's family's expectations and goals
- Current issues/barriers and identification of goals to be addressed at outreach clinic
- Physical evaluation, including measurements and any findings relevant to positioning (this information for completion of the manual and/or power wheelchair specification form)
- Photos and/or videos provide valuable information

Has the above information been gained?

Yes

No

Gather required assessment information

Is the required accreditation for the proposed equipment held by an EMS Assessor?

No

An EMS Assessor seeks and provides details of an EMS Assessor with the appropriate accreditation for the equipment proposed

Yes

An EMS Assessor completes:

1. Outreach Referral & Outcome Summary form (ENAE211) and/or
2. Manual Wheelchair Specification form (ENAE205)
3. Power Wheelchair Specification form (ENAE206)

Please ensure the latest version of the forms is used and all measurements are completed on specification form

Link to forms: www.enable.co.nz/tools-resources/forms



EMS Assessor submits outreach clinic referral on ProWorkFlow (PWF) (**referral must be received a minimum of two weeks prior to scheduled clinic**)

Include:

- Enable New Zealand forms above (required before appointments are allocated)
- Other relevant information i.e. photos
- Name of supporting EMS Assessor if required

Appointments should be at the local hospital/clinic where possible. A home visit may be considered due to transportation issues and/or a need to gain an understanding of the person's environment and must be discussed with the Clinical Services Advisor



Clinical Services Advisor receives and reviews referral

- Further information may be requested from the EMS Assessor
- Clinic day and time is confirmed with the EMS Assessor through PWF

An EMS Assessor with the minimum of WMPM L1 accreditation must be present at the clinic appointment

Wheelchair and Seating Outreach Service Guideline – following an outreach clinic appointment

After the clinic, the Clinical Services Advisor sends a copy of the outcome summary with any updated specification forms through ProWorkFlow (PWF)

EMS Assessor completes Disability Support Services (DSS) EMS Portal (no service request required). Please refer to the instructions included with the outcome summary email

EMS Assessor replies to Clinical Services Advisor's message in PWF with:

- DSS | EMS portal assessor section including the Priority Tool
- List of specific equipment required for trial/purchase
- Requested quotes
- Equipment delivery address and phone number

Clinical Services Advisor or Coordinator:

- Checks for re-issue equipment options
- Generates trial approval for refurbished options and/or equipment from supplier

Email sent to EMS Assessor with trial approval form (if any refurbished equipment is to be provided, the asset number's will be noted on the trial approval form)

Equipment for trial:

- New equipment – EMS Assessor requests required equipment directly from equipment supplier
- Refurbished equipment – EMS Assessor receives refurbished equipment directly from Enable New Zealand

Clinical Services Advisor provides EMS Assessor support during trial if requested.

Once the funded equipment is in place and successful, the PWF case file is closed

EMS Assessor arranges set up and trial of equipment:

- EMS Assessor reviews trial
- Completes trial approval form with items successful or any new equipment proposed (include quotes)
- Email trial approval form to equipment@enable.co.nz
- Message the Clinical Service Advisor in PWF that the trial is complete