**INTEGRATED COMMUNITY EQUIPMENT LOAN SERVICE (ICELS) FOR LEICESTER, LEICESTERSHIRE & RUTLAND**

POLICY FOR THE PROVISION OF EQUIPMENT INTO

REGISTERED RESIDENTIAL AND NURSING HOMES

AND DAY CARE CENTRES

*(REPLACING HEALTH AND SOCIAL CARE PROTOCOL SECTION F 2010)*

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| Title | Provision of equipment into registered residential and nursing homes and day care settings |
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**DEFINITIONS**

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| Abbreviation | Definition |
| LLR | Leicester, Leicestershire & Rutland |
| ICELS | Integrated Community Equipment Loan Service for Leicester, Leicestershire & Rutland. The local service responsible for providing community equipment on loan to adults and children following assessment by health/social care practitioners.  |
| EMB | Equipment Management Board has responsibility to manage the pooled budget and the partnership agreement for the ICELS. The Board has members from each of the partners to the pooled budget – Leicester City Council (current host), Leicestershire County Council, Rutland County Council, NHS Clinical Commissioning Groups – Leicester City, West Leicestershire, East Leicestershire & Rutland  |
| CCG | Clinical Commissioning Groups - Leicester City, West Leicestershire, East Leicestershire & Rutland |
| Local Authorities | Leicester City Council, Leicestershire County Council and Rutland County Council |
| Partners | Commissioners for the service which includes all Local Authorities and all CCGs |
| CHC | NHS Continuing Health Care – name given to package of services which is arranged and funded by the NHS alone for people outside hospital with ongoing care needs.  |
| Care Home/Care Setting | This means both residential and nursing homes |
| Service User | The recipient of the loaned equipment – also used to refer to patient/person/individual receiving equipment |
| Standard equipment/Standard stock | Standard equipment is any item of generic “off the shelf” equipment which can meet the needs of a variety of service users. Such equipment can be readily obtained from a wide range of suppliers in the open market. It can be used to meet any person’s general care needs usually without the need for any modifications |
| Bespoke/highly specialised equipment | Bespoke equipment is defined as equipment which is specially tailored to the individual needs of a resident and is not available “off the shelf” from any manufacturer/supplier.  |
| Loan Equipment | This means any equipment loaned by the ICELS which can include standard catalogue stock and also special equipment identified to meet an identified need as set out in appendix 1. This does not include domestic furniture e.g. divan beds/armchairs as these will be provided by the care home, the service user themselves or their family/carers |
| EPB | Electric profiling bed – base of bed is sectioned, allowing mattress to be profiled to sit the user u and prevent slipping down bed, the height can also be adjusted. Movement is powered and controlled via a handset. |
| **Abbreviation** | **Definition** |
| LPT | Leicester NHS Partnership Trust – contracted provider of community based health services on behalf of CCGs and NHS England |
| UHL | University Hospitals of Leicester – contracted provider of hospital based services for CCGs and NHS England |
| Care Homes | generic name where this document applies to nursing homes and residential homes  |
| Clinical Practitioner | Means Health or Social Care Professionals this includes Occupational Therapists employed by either Leicester City, Leicestershire County or Rutland Local Authorities, Occupational Therapists employed by the LPT/UHL, Physiotherapists employed by LPT/UHL, Community Nurses employed by LPT |
| Prescriber | The clinical practitioner who carries out the assessment and places the order for equipment |
| Social care needs | Relate to equipment that will facilitate, maintain or increase a person’s independence with activities of daily living |
| Health care needs | Relate to equipment that will help to maintain a person’s health and/or functional ability and is not necessarily dependent on the provision of ongoing nursing input |
| NAEP | National Association of Equipment Providers – a 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 |

**1. INTRODUCTION**

An Integrated Community Equipment Loan Service (ICELS) has been established through a Partnership Agreement between:

* Leicester City Council
* Leicestershire County Council
* Rutland County Council
* NHS Clinical Commissioning Groups for the Leicester City, West Leicestershire, East Leicestershire & Rutland – for the purpose of this document NHS translates into any Health successor bodies

All equipment is purchased through a pooled fund arrangement and owned by the pool. A pooled equipment arrangement means that all the funding for the community equipment service from the Partners goes into a common ‘purse’. This is managed by Leicester City Council on behalf of all the Partners and applies to all equipment

This policy is written in consultation with the partners of the Leicester, Leicestershire and Rutland ICELS.

The Leicester, Leicestershire and Rutland (LLR) ICELS Partnership loans equipment to eligible people with the LLR boundary. Only equipment required to meet an essential need, as defined by the eligibility criteria of each Organisation will be supplied. If the equipment available as standard stock from the ICELS Community Equipment catalogue does not meet the service user’s assessed needs, then the assessor(s) will follow the agreed procedures to identify suitable alternatives.

In complex situations where a range of equipment may be required, it may be necessary to complete a joint assessment between Health & Social Care professionals to identify provision.

Clinical practitioners must adhere to this policy when assessing residents in care homes.

This document should be read in conjunction with the current:

* Operational Procedures (Annex 3) set out in the Partnership Agreement relating to the provision of community equipment
* Joint Working Arrangements for NHS Occupational Therapists

all of which relate to the assessment and provision of equipment. The Equipment Management Board for the ICELS will agree any changes to these arrangements and the development of further procedures for the provision of equipment.

The equipment will be delivered and fitted (as appropriate) by the ICELS Contracted Equipment Provider, as agreed within the Contract (Annex 6) of the Partnership Agreement. All equipment is bar coded for audit purposes and is regularly serviced and maintained by the Service Provider in accordance with the ICELS Contract and Statutory requirements.

All equipment is bar coded for audit purposes and equipment included in the Pre-Planned Maintenance (PPM) arrangements will be serviced in accordance with these arrangements by the ICELS Equipment Provider.

All equipment is allocated on a **loan** basis and loaned for as long as the person needs it and/or remains eligible for the equipment. When the equipment is no longer required by the named service user it **must** be returned to the ICELS equipment provider.

Any non-compliance with this policy or concerns about safeguarding and/or infection control will be reported to the contract monitoring officers of the statutory agencies.

**2. The Policy**

This policy covers eligibility for the loan of Health and Social Care equipment for residents in registered care homes in line with the National Minimum Standards for Registered Care Homes.

The purpose of this document is to:

* Clarify the relationship between the ICELS for LLR and registered care homes within the LLR boundaries
* Enable Commissioners of the ICELS to identify their obligations in relation to care homes for adults and older people (this document excludes equipment for children and those remaining in full-time education beyond 18 years of age.
* Help care home owners/managers to understand their equipment obligations to residents and clarify who is responsible for funding the equipment
* Clarify the assessment process, in particular distinguishing between assessment for equipment and assessment for funded nursing care and NHS Continuing Health Care (CHC)
* Provide clarity around what is generic, specialist and bespoke equipment

**3. Overview**

3.1 Equipment provision should be focused on the resident’s 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 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 standard.

3.3 The LLR ICELS can assist in providing equipment on loan for use by an individual when the need falls outside of the home’s general provision and in line with supplying organisation’s eligibility criteria and ICELS operational procedures.

3.4 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. Care Quality Commission (CQC) Guidance for Providers on Meeting the**

 **Regulations (March 2015) – Regulation 15: Premises and Equipment**

4.1 The CQC have issued guidance for care home providers 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)

4.2 Guidance for care home providers applies from 1st April 2015 and will replace in its entirety the CQC’s Guidance about Compliance: Essential standards of quality and safety and the 28 outcomes.

4.3 Section 2 of the guidance: Fundamental Standards includes Regulation 15: Premises and Equipment (page 55). The intention of this regulation is to make sure that the premises where care and treatment are delivered are clean, suitable for intended purpose, maintained and, where required, appropriately located, and that the equipment that is used to deliver care and treatment is clean, suitable for the intended purpose, maintained, stored securely and used properly. Regulation 15 states that all premises and equipment used by the care provider must be:

* Clean
* Secure
* Suitable for the purpose for which they are being used
* Properly used
* Properly maintained
* Appropriately located for the purpose for which they are being used

4.4 The registered person for the care provider must, in relation to such premises and equipment, maintain standards of hygiene appropriate for the purposes for which they are being used.

4.5 Care providers 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 must therefore make sure that they meet the regulation, as responsibility for any shortfall rests with the provider.

4.6 CQC will refuse registration if care home providers cannot satisfy that they can and will continue to comply with this regulation

 *Reference: Care quality Commission: Guidance for providers on meeting the regulations (March 2015)* <https://www.cqc.org.uk>

**5. Assessment**

**5.1 General Points**

 The assessment, care plan and review process undertaken 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. Equipment will only be supplied following an assessment by Health or Social Care staff in accordance with eligibility criteria.

**5.2 Moving and 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. Staff will need to be competent and confident to recommend which moving and handling equipment is appropriate for the range of need within the home.

The range of standard equipment provided by the care home should include equipment such as slide sheets, hoists and slings, in different styles and sizes. Referral 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 need and specialist solutions may need to be considered.

**6. Working in Partnership**

There are areas where care homes and the LLR ICELS can productively collaborate:

The LLR ICELS will support care homes wherever possible, with the following:

* Advice on equipment loaned by the community equipment service
* Maintenance and repair of equipment on loan
* Demonstration of equipment loaned to a resident by the prescribing clinical practitioner

Care Homes will support the LLR ICELS by:

* Ensuring they understand who owns items of equipment that residents may bring with them when first admitted to the home
* Advising the LLR ICELS if a maintenance check on loaned equipment is overdue
* Identifying when the ICELS loan equipment is no longer required and arranging for its prompt collection
* Ensuring that the equipment prescribed for an individual resident is not used by other residents
* Informing clinical practitioners of any changes in residents’ circumstances, e.g. change in pressure care risk, change of functional ability, change of address or death of the resident
* Informing the ICELS promptly in the event of loaned equipment breakdowns

**7. Principles of Equipment Provision in Care Homes**

7.1 Registered care providers are responsible for the provision of standard equipment for daily living and manual handing to:

* Meet the needs of its residents/service users
* Fulfil the Health & Safety obligations for their staff including Manual Handling
* Meet their registration and contractual requirements

7.2 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 mattresses and cushions – static and dynamic systems as well as profiling beds.

7.3 CCG’s are responsible for loaning bespoke equipment for people eligible for NHS continuing health care (CHC) in accordance with the National Framework for NHS Continuing Healthcare and NHS-funded Nursing Care paragraph172(c).

7.4 Specific items of equipment may be provided by the LLR ICELS on a short term 6 week loan basis to assist with respite placements. The LLR ICELS will arrange collection of the equipment after the 6 week period ends unless the prescribing professional requests an extension – the maximum period of loan for respite placements would be 12 weeks.

7.5 Equipment should not be transferred to or from 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. If it agreed that equipment will transfer into the care setting during respite period, the equipment must return home with the person after respite ends.

7.6 Specific items of equipment may be provided by the LLR ICELS to facilitate hospital discharge. This will enable the care home provider to procure additional standard equipment to meet the assessed need of the person discharged if they are to remain in the care home. If this is a temporary placement then the LLR ICELS will arrange collection of the equipment after the 6 week period ends.

7.7 In addition, if a care setting does not have access to an item of equipment for which it is responsible, and the provision of equipment can prevent admission to an acute hospital setting, the LLR ICELS can agree a short term loan for a maximum period 6 weeks, to allow time for the care provider to procure the appropriate equipment.

7.8 If a person has their own tenancy within a supported living environment, then this is considered as living within the community and therefore equipment provision will be provided by the ICELS in line with eligibility criteria and ICELS operating procedures.

7.9 General equipment in extra care schemes which is available for use by many different people must be funded by the Extra Care Housing Provider or in consultation with the relevant Local Authority.

7.10 The LLR ICELS may be able to offer residential and nursing homes the opportunity to purchase some items of equipment at a discounted rate or a daily hire rate.

**8. Provision of equipment into Residential and Nursing Homes**

**8.1 Provision of equipment into Residential Homes**

Residential homes are responsible for providing a range of generic ‘off the shelf’ equipment (standard equipment) which can meet the needs of a variety of service users. The ICELS is responsible for providing bespoke/highly specialist equipment, following an assessment by a health and/or social care professional. Please refer to Appendix 1 – matrix for equipment provision in a residential home.

Equipment that falls outside of standard equipment to be provided by a care setting and will be provided by the LLR ICELS includes:

* Bespoke/highly specialised equipment required to meet the health needs of a specific individual following an assessment by a Health or Social Care Practitioner. Please note: Specialist seating does not include riser recliner chairs and the clinical practitioner should follow the ICELS Specialist Postural Seating Guidance and Criteria
* All types of mobility equipment (this includes bariatric versions if required) – following an eligibility assessment by a community therapist and where the mobility aid is for a named individual
* Non powered standaids e.g. rotunda/transfer disc (including bariatric versions if required) – initially provided for short term rehabilitation only and following an eligibility assessment by a community therapist and for use by the therapist working with the service user – short term loan means no more than 8 weeks after which time the equipment will automatically be collected unless the therapist asks for an extension and this is approved by the ICELS Partnership Manager/OT. If following period of rehabilitation and at point of discharge from caseload, the community therapist identifies that the non-powered stand aid is still required by the service user, then the equipment will be left with the service user until no longer needed. The prescribing professional must confirm this with the ICELS Partnership Manager/OT otherwise the equipment will be collected. The responsibility for safe use and use only by the prescribed service user will transfer to the care home.
* An Electric Profiling Bed (EPB) (including bariatric versions if required) if the resident meets the ICELS criteria for provision of an EPB. Bed rails, bumpers, bed extensions, crash mats following risk assessment and meeting eligibility criteria for provision of an EPB
* High risk (dynamic) pressure mattresses and cushions and other bespoke/highly specialist pressure relieving equipment (this does not include static pressure equipment for pressure ulcer prevention)

**8.2 Provision of equipment into Nursing Homes**

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 mattresses and cushions – static and dynamic systems as well as profiling beds. Please refer to Appendix 2 – matrix for equipment provision in nursing homes.

Equipment that falls outside of standard equipment and can be provided by the LLR ICELS includes:

* Bespoke/highly specialised equipment required to meet the health needs of a specific individual following an assessment by a Health or Social Care Practitioner. Please note: Specialist seating does not include riser recliner chairs and the clinical practitioner should follow the ICELS Specialist Postural Seating Guidance and Criteria
* All types of mobility equipment – following an eligibility assessment by a community therapist and where the mobility aid is for a named individual
* Non powered standaids e.g. rotunda/transfer disc (including bariatric versions if required) – initially provided for short term rehabilitation only and following an eligibility assessment by a community therapist and for use by the therapist working with the service user – short term loan means no more than 8 weeks after which time the equipment will automatically be collected unless the therapist asks for an extension and this is approved by the ICELS Partnership Manager/OT. If following period of rehabilitation and at point of discharge from caseload, the community therapist identifies that the non-powered stand aid is still required by the service user, then the equipment will be left with the service user until no longer needed. The prescribing professional must confirm this with the ICELS Partnership Manager/OT otherwise the equipment will be collected. The responsibility for safe use and use only by the prescribed service user will transfer to the care home.

**9. Day Care settings**

9.1 Day care units are expected to provide service users with all equipment assessed to meet their needs whilst attending the unit.

9.2 Statutory agencies may provide on occasion, bespoke equipment to support assessed exceptional needs, where it is essential to meet Health and Safety requirements.

**10. Moving from the community to a care home (planned/emergency respite)**

10.1 Specific items of equipment may be provided by the LLR ICELS on a short term 6 week loan basis to assist with respite placements. The LLR ICELS will arrange collection of the equipment after the 6 week period ends, unless the original prescriber and/or a clinical practitioner requests a further period. This will need to be agreed with the ICELS Manager.

10.2 Equipment should not be transferred to or from 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. If it is agreed that equipment will transfer into the care setting during respite period, the equipment must return home with the person after respite ends.

10.3 Where the person is admitted to care home in a long term or permanent move, all equipment previously prescribed to the person should **not** be accepted by the care home, due to infection control procedures. The care home should advise the service user and or/their family to contact the ICELS Equipment provider to arrange collection.

10.4 Bespoke/specialist equipment can be transferred in consultation with the clinical practitioner and the care home manager. The clinical practitioner will need to make arrangements with the equipment provider to:

* Collect equipment from current address
* Decontaminate equipment (this can take a minimum of 48 hours) – a risk assessment of impact to the service user may be required
* Deliver to an alternative address

If the equipment is not collected and decontaminated by the equipment provider then the clinical practitioner should liaise with the care home manager on infection control compliance.

For long term/permanent moves the care home should notify the LLR ICELS of change of circumstances so that the client records can be updated with the location of the equipment. This is important for the purposes of service and maintenance and any MHRA alerts. The clinical practitioner can arrange for an equipment transfer by the Community Equipment Service Equipment provider.

10.5 The care setting should provide the full range of standard equipment necessary to meet the needs of the service user it is accepting for placement (see Appendix 1). If there is a requirement for any bespoke equipment then the health or social care practitioner for the service user will follow their own organisations eligibility criteria for provision of bespoke equipment and comply with the ICELS procedures for provision of non-contract stock (special equipment).

**11. Moving from a care home within LLR to a care home outside of LLR**

Section 20 of the Care Act 2014 guidance provides detailed statements on what Council’s and the NHS need to do when someone is moving from one Local Authority/NHS area to another in terms of ensuring continuity of care. As part of this assessment it is important that the use and transfer of any existing community equipment is also assessed at the same time.

If a person moves to a new area into a Care Home, then the decision regarding what equipment can move with them must comply with local policies in place for provision of equipment into care homes. The EMB have agreed to adopt the NAEP Best Practice Guidance on Continuity of Care – the Care Act 2014, Issue 1, April 2016.

The service user’s health or social care worker should liaise with the new area to agree whether the responsible agency in the new area will provide the equipment or whether they wish the service user to transfer with existing equipment.

If it is identified that the service user will transfer with existing equipment then the health or social work worker in LLR must contact the ICELS Manager to discuss before any move takes place. The ICELS Manager will need to discuss this with the transferring area Community Equipment Manager as there may be issues round responsibilities for ongoing repair, service and maintenance. In addition equipment transferred to another area will need to be removed from the LLR ICELS client record and inventory.

If the service user is in receipt of continuing health care funding, then the placing CCG remains responsible for funding a package of services, which may include equipment.

**12. Equipment into care settings to facilitate a hospital discharge (where criteria for provision is not met)**

The same criteria applies for provision of equipment into care settings to facilitate a hospital discharge. However it is recognised that a care home may agree to accept a service user at short notice to support the hospital discharge and may not have all the appropriate equipment required to care for the person. In these exceptional cases it may be possible to loan equipment for up to a maximum of 4 weeks to enable the discharge to take place and to give the care setting time to acquire the equipment needed by the person.

The discharging professional must first agree this with the ICELS Partnership Manager or OT before ordering the equipment. If approved the discharging professional must notify the ICELS Support Team of the order number and the ICELS Support Team will arrange collection of equipment after the 4 week period. This arrangement will be limited to specific types of equipment and will be agreed on a case by case basis.

**13. Terms and conditions of loan of equipment from the LLR ICELS Care Settings**

Residential and Nursing homes will be expected to agree to the terms and conditions set out below before equipment is issued into the care home. Care homes will be expected to sign this, either upon receipt of the equipment or as part of an overall contract. The terms and conditions specify the responsibilities of both parties, and the conditions which must be met before equipment can be issued.

Care Homes are advised to keep a record of ICELS equipment on loan to their residents in case of any queries.

**Terms and Conditions of loan:**

* 1. All items of equipment remain the property of the ICELS at all times

13.2 The items of equipment received are for the sole use of the service user named on the order for equipment and must **NEVER** be transferred for use by another resident in the care home or as a shared resource to meet the needs of multiple residents of the care home

* 1. 13.7Equipment that is no longer needed by the service user for whom it was prescribed must **NEVER** be transferred for use by another resident I the care home. Care homes will be closely monitored in this regard.
	2. The care home accepts responsibility for all risks should the equipment be used by any resident other than the service user for who the equipment was provided for.
	3. The LLR ICELS will be responsible for the repair, service and maintenance of equipment on loan. Equipment provided on loan through the LLR ICELS must be accessible for appropriate checks, repairs and maintenance when requested by the LLR ICELS service provider. The ICELS will be responsible for maintaining a list of all loan equipment requiring ongoing and regular maintenance.
	4. The Care home is responsible for maintaining and servicing equipment they own.
	5. Care home staff must be trained in the use of the equipment. This is a mandatory requirement under the Health & Safety at Work Act 1974, the Provision and Use of Work Equipment Regulations (PUWER)1998 and MDA DB 2006(05)
	6. Manufacturer’s instructions will be supplied with all loaned equipment. Care home staff must use the equipment within manufacturers guidance and maintain the equipment in good condition
	7. Day to day operational cleaning/disinfection of loan equipment is the responsibility of the care home which must follow the manufacturers’ instructions and instructions for use provided by the ICELS.
	8. Damage, misuse, lost or non-returned loan equipment

Care Homes are responsible for ensuring that equipment is not misused or damaged, is used in line with manufacturers instructions and is returned in good condition and working order, along with all accessories and parts.

If there is evidence that equipment has been damaged due to negligence or inappropriate use of loan equipment (this includes defacing equipment or permanent marking with a resident’s name) by the Care Home, the Care Home may be charged for repairs or the full replacement cost if damage is beyond repair. Care homes may also be charged the full replacement cost for all equipment not returned or deemed ‘lost’ (see also 12.11). Invoices will be raised by the ICELS Host Commissioner Organisation.

Where equipment has been identified as no longer eligible to be on loan at the care home, due to the named service user prescribed for no longing needing the equipment, no longer at the home or no longer eligible for ICELS equipment and where the ICELS has taken all reasonable steps to recover the loaned equipment but the Care Home has not returned the identified equipment then the ICELS Host Organisation will instigate legal proceedings to recover equipment that is being held without the ICELS permission.

13.11 If the service user leaves the care home all equipment must be returned to the ICELS. It must **NOT** be transferred to the new home, unless there is prior agreement with the person’s health or social care professional and the ICELS Manager.

13.12 The care home must inform the ICELS of any service user’s change in circumstances within 48 hours, e.g. change of address or death. The equipment must be returned in a fit for re-use condition as soon as the person no longer requires it. Please use ‘Equipment collection template’ and fax to the equipment provider (Appendix 3)

13.13 Notifying the relevant agency when a service users’ needs have changed and therefore the loaned item of equipment may need to be reviewed and a replacement issued following a re-assessment of the service user’s needs.

13.14 Notify the Equipment Provider if the loaned equipment is faulty or broken. The Equipment provider will follow the agreed ICELS Procedures for repair/replacement of faulty/broken equipment.

* 1. 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 ICELS equipment they have at the point of transfer must be returned to the ICELS unless there is specialist/bespoke equipment prescribed for that individual’s specific and specialist needs, and only after agreement with the relevant health and/or social care professional.

**Care Home Records of ICELS Equipment:**

It is highly recommended that care homes keep their own records of what ICELS equipment is on loan to their residents.

These records would be expected to show:

* Name of service user
* Room number
* Date delivered
* Description of equipment on loan
* ICELS 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 – please retain a copy of the request for collection form

Hard copies of signed delivery/collection notes given to care homes by the ICELS Equipment Provider should be kept with the above records. These delivery notes also set out terms and conditions of loan and by signing the delivery the care home is confirming that they accept these terms and conditions.

All items of equipment loaned by the ICELS will have a loan period set against them. All equipment reaching the end of its loan period will be reviewed by the ICELS Review Team and this may result in the equipment being collected if it is identified as no longer eligible to be at the home. Please refer to Section 12.10

**14. MOVING LOANED EQUIPMENT WITHIN CARE HOMES**

Where equipment has been loaned to a service user in a care home and the care home needs to move the service user and equipment to another location within the home, and then the LLR ICELS equipment provider can be contacted to move the equipment.

The LLR ICELS service provider will only move equipment that needs to be dismantled and reassembled. All other loaned equipment is the responsibility of the care home to move.

The LLR ICELS service provider will need sufficient notice to be able to move equipment. Equipment cannot be moved at short notice, e.g. same day/next day.

**15. HIRE AND PURCHASE OF EQUIPMENT**

Commissioners of the ICELS have requested that their current equipment provider, develop a hire and purchase facility for care homes to access equipment that is not available to them from the ICELS.

A catalogue with details of a range of equipment for hire or purchase will be developed and care homes will be able to hire or purchase equipment at discounted rates. It is anticipated that this will be in place during 2017.

The ICELS will occasionally have items of redundant stock available for sale at much reduced prices and when equipment is available communications will be sent out to care settings

**16. CONTACT NUMBERS**

ICELS Support Team Telephone: 0116 454 4520

 Email: ices@leicester.gov.uk

 Fax. No. 0116 454 0710

ICELS Equipment Provider: NRS Healthcare

 Tel. 0344 893 6373

Fax: 0344 893 6374

Email: enquiries@nrs.lr-uk.co.uk

Care settings can use the following email address to arrange for the collection of equipment. Care settings should use the collection template to request a collection (attached as Appendix 3) and send to the following email address:

collections@lr.nrs-uk.net

A copy should also be sent to for the attention of the ICELS Equipment Review Team at: ices@leicester.gov.uk

Appendix 1

**EQUIPMENT PROVISION MATRIX – CARE HOMES**

Bespoke/highly specialised equipment – equipment specifically tailored and made to measure to meet an individuals assessed needs will be provided by the LLR ICELS, where the service user meets the eligibility criteria of the supplying organisation and the ICELS operational procedures for provision of non-contract stock (special equipment) has been met.

Abbreviations: CH – Care Home, ICELS – Community Equipment Service (following assessment by prescriber/assessor)

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| --- | --- | --- |
| **Equipment Category****This is not an exhaustive list** | **Arrangements and responsibilities for provision** | **Comments** |
| Residential Home | Nursing Home |  |
| **Aids to Daily Living** |  |
| Perching stools | CH | CH | Standard items of equipment to meet needs of general population |
| Trollies |  |  | Standard items of equipment to meet needs of general population |
| Dressing Aids |  |  | Standard items of equipment to meet needs of general population |
| Kitchen Utensils |  |  | Standard items of equipment to meet needs of general population |
| **Bariatric Equipment** |  |
| Bariatric versions of standard equipment | CH/ICELS | CH | The LLR ICELS will not provide bariatric versions of equipment that are the responsibility of the care home to provide and as set out in this equipment matrix. Where equipment is eligible to be provided by the ICELS this will include bariatric versions, as well as bespoke bariatric items of equipment, following an assessment by clinical practitioner for an individual named resident. The person will need to meet the eligibility criteria of the supplying organisation and the ICELS procedures for provision of non-contract stock (special equipment) must be met |

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| **Equipment Category****This is not an exhaustive list** | **Arrangements and responsibilities for provision** | **Comments** |
| Residential Home | Nursing Home |  |
| **Bathing** |  |
| Bath seats, boards, swivel bathers | CH | CH | Standard items of equipment to meet needs of general population |
| Shower seats, stools, boards | CH | CH | Standard items of equipment to meet needs of general population |
| Bath steps | CH | CH | Standard items of equipment to meet needs of general population |
| Shower chairs – static, mobile and tilt in space | CH | CH | Standard items of equipment to meet needs of general population |
| Bath lifts | CH | CH | Standard items of equipment to meet needs of general population |
| BESPOKE bathingE.g. moulded shower chairs | ICELS | ICELS  | May be provided following an assessment by clinical practitioner for an individual named resident. The person will need to meet the eligibility criteria of the supplying organisation and the ICELS procedures for provision of non-contract stock (special equipment) must be met |
| **Beds** |  |
| Standard Bed | CH | CH | Standard items of equipment to meet needs of general population |
| Height adjustable bed | CH | CH | Standard items of equipment to meet needs of general population and to meet Manual Handling regulations of care home staff |
| Standard Profiling Beds including ultra-low and bariatric provision | CH/ICELS | CH | ICELS - where eligibility criteria for provision of a profiling bed to meet a health care need has been met. At point of discharge the HCP must arrange for the equipment to be returned to equipment provider. The ICELS Review Team will review at 12 weeks and if the resident is no longer eligible the equipment will be collected. Eligibility criteria is in line with the current ICELS policy for provision of profiling beds.ICELS – for fast track and in an emergency to avoid placement breakdown (where eligibility criteria for provision has not been met), equipment will be provided for a maximum of 4 weeks to enable care home to procure equipment. At the end of the 4 week period this will be reviewed by the ICELS Review Team and collection will be arranged |
| **Equipment Category****This is not an exhaustive list** | **Arrangements and responsibilities for provision** | **Comments** |
| Residential Home | Nursing Home |  |
| Bespoke/Highly specialist BedsE.g. turning beds, standing beds | ICELS | ICELS | Provided following an assessment by a clinical practitioner for an individual named residentThe resident will need to meet the eligibility criteria of the supplying organisation and the ICELS procedures for provision of non-contract stock (special equipment) must be met |
| **Bed Accessories** |  |
| Bed Levers/loops | CH | CH |  |
| Bed Wedges | CH | CH |  |
| Lifting Poles | CH | CH |  |
| Back rests | CH | CH |  |
| Mattress elevators | CH | CH |  |
| Pillow elevators | CH | CH |  |
| Bed rails, bumpers, extensions | CH/ICELS | CH | ICELS - bed rails/bumpers and bed extensions will be provided where eligibility criteria for provision of a profiling bed has been met and where the health/social care professional has carried out a bed rail risk assessment. At point of discharge the HCP **must ensure** that the bed rails/bumpers are returned to Equipment Provider (in line with arrangements set out in Integrated Policy for safe use and provision of bed rails) |
| **Mobility Aids (including heavy duty)** |  |
| Delta frames/rollators | CH/ICELS | CH/ICELS | ICELS - based on risk assessment and clinical need for **named** individuals only by community therapy team (LPT)Items for use by multiple service users must be provided by Care Home |
| Walking frames with/without wheels | CH/ICELS | CH/ICELS | ICELS - based on risk assessment and clinical need for **named** individuals only by community therapy team (LPT)Items for use by multiple service users must be provided by Care Home |

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| **Equipment Category****This is not an exhaustive list** | **Arrangements and responsibilities for provision** | **Comments** |
| Residential Home | Nursing Home |  |
| Gutter walking frame | CH/ICELS | CH/ICELS | ICELS - based on risk assessment and clinical need for **named** individuals only by community therapy team (LPT)Items for use by multiple service users must be provided by Care Home |
|  | Residential Home | Nursing Home |  |
| Crutches – elbow/gutter | CH/ICELS | CH/ICELS | ICELS - based on risk assessment and clinical need for **named** individuals only by community therapy team (LPT)Items for use by multiple service users must be provided by Care Home |
| **Moving and Handling** |  |
| Mobile standard hoist | CH | CH |  |
| Bariatric Hoist | CH | CH |  |
| Standard slings | CH | CH |  |
| **Bespoke** slings – made to measure to meet specific individual’s requirements | ICELS | ICELS | Provision will be made following an assessment by clinical practitioner for an individual named resident (this could be CHC funded in some cases)The resident will need to meet the eligibility criteria of the supplying organisation and the ICELS procedures for provision of non-contract stock (special equipment) must be met |
| Stand Aids (powered) | CH/ICELS | CH | For common/general use – equipment must be provided by the care homeICELS – for an individual named resident these may be provided where a standing frame/standing hoist is assessed to be essential as part of a short term prescribed rehabilitation programme and the resident is expected to progress onto the use of a non-powered stand aid or independent transfers |

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| **Equipment Category****This is not an exhaustive list** | **Arrangements and responsibilities for provision** | **Comments** |
| Residential Home | Nursing Home |  |
| Stand Aids (non powered) e.g. Rotunda/transfer disc, turntable, swivel cushions | CH/ICELS | CH/ICELS | ICELS – provided following risk assessment and clinical need identified by a clinical practitioner for individual **named** residents for a period of rehabilitation only. Provided for a maximum period of 8 weeks (unless extended by clinical practitioner) and will be collected at end of rehabilitation period. If at point of discharge the clinical practitioner identifies that the service user still requires the equipment, then this will remain with the named service user until it is no longer needed (this must be notified to the ICELS Team otherwise equipment will be collected). Responsibility for safe use of the item and continued use by the named service user only will transfer to the residential home |
| Slide sheets/one way glide sheets | CH | CH |  |
| Transfer Boards | CH | CH |  |
| Handling Belts | CH | CH |  |
| **Pressure Care** |  |
| High specification foam/memory foam overlays/mattresses and cushions - for at risk residents | CH | CH |  |
| Alternating Dynamic (and pump) mattresses and cushions – for high risk residents | CH/ICELS | CH | Provision to residential homes following a specialist risk assessment for tissue viability (high risk only) for treatment of pressure ulcer and for period of treatment only. DN to maintain on caseload and review equipment and arrange collection when no longer needed |
| **Raisers** |  |
| Chair blocks and raisers | CH | CH | Standard items of equipment to meet needs of general population |
| Bed blocks and raisers | CH | CH | Standard items of equipment to meet needs of general population |

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| **Equipment Category****This is not an exhaustive list** | **Arrangements and responsibilities for provision** | **Comments** |
| Residential Home | Nursing Home |  |
| **Seating** |  |
| Standard chairs including riser recliners | CH | CH | Standard items of equipment to meet needs of general population |
| Specialist postural support – bespoke chairs | CH/ICELS | CH/ICELS | Where person has been assessed by a clinical practitioner and meets eligibility criteria for provision of specialist postural seating and the ICELS procedures for provision of non-contract stock have been met |
| **Toileting**  |  |
| Commodes – static and mobile | CH | CH | Standard items of equipment to meet needs of general population |
| Toilet Frames | CH | CH | Standard items of equipment to meet needs of general population |
| Raised Toilet Seats | CH | CH | Standard items of equipment to meet needs of general population |

The LLR ICELS does not provide assistive technology, sensory equipment, wheelchairs or minor adaptations.

 Appendix 2



 NRS HEALTHCARE

 UNIT K, WILSON ROAD

 SOUTH WIGSTON

 LEICESTERSHIRE. LE18 4TP

EQUIPMENT COLLECTION REQUEST/CHANGE OF ADDRESS – PLEASE SEND TO :

Collections@lr.nrs-uk.net and also send a copy to ices@leicester.gov.uk

FROM (Name of Care Home): ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TEL. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COLLECTION REQUEST:**

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| PUK NO **Found on NRS sticker under bar code.** | ITEM DESCRIPTION | NHS NUMBER (if known) |
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**NOTIFICATION OF CHANGE OF ADDRESS FOR SERVICE USER. (Where the service user has brought equipment from their own home into the care home)**

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| --- | --- | --- |
| PUK NO **Found on NRS sticker under bar code.** | ITEM DESCRIPTION | NHS NUMBER (if known) |
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**PLEASE NOTE: You can return equipment direct to the NRS Healthcare Depot (address above) between 10.00 a.m. and 5.30 p.m. Monday to Friday and 9.00 a.m. to 3.00 p.m. on Saturday**