



# SERVICE SCHEDULE FOR WHEELCHAIR AND SEATING ASSESSMENT SERVICE

CONTRACT NO: \_\_\_\_\_

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## A. QUICK REFERENCE INFORMATION

### 1. TERM FOR PROVIDING WHEELCHAIR AND SEATING ASSESSMENT SERVICE

The Term for the provision of Wheelchair and Seating Assessment Service is the period from 1 December 2017 (“Start Date”) until the close of 30 November 2024 (“End Date”) or such earlier date upon which the period is lawfully terminated or cancelled.

There are no further Rights of Renewal.

There is no obligation on the part of ACC to extend the Term of the Service Schedule, even if the Supplier has satisfactorily performed all the Services.

### 2. SERVICE LOCATION AND SPECIFIED AREA (PART B, CLAUSE 4)

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### 3. NAMED SERVICE PROVIDERS (PART B, CLAUSE 8.6 – 8.7)

*Table 1 – Named Service Providers*

Named Provider	ACC Provider Number
«Named_Providers_»	«ACC_Provider_Number»

#### 4. SERVICE ITEMS AND PRICES (PART B, CLAUSE 16)

**Table 2 - Service Items and Prices**

Service Item Code	Service Item Description	Service Item Definition	Price (excl GST)	Pricing Unit
SWS03	Wheelchair and Seating Initial Assessment or Reassessment	Wheelchair and Seating Assessment which identifies the Client's environmental, functional mobility and postural support needs.  In accordance with Part B, clause 5.	\$686.83	Set fee per referral
SWS04	Complex Assessment Top Up Payment (used in combination with the SWS03)	Complex Wheelchair and Seating Assessment which identifies the Client's environmental, functional mobility and postural support needs.  In accordance with Part B, clause 5.	\$686.83	Set fee per referral  Prior approval required following completion of complexity framework tool
SWS05	Postural Assessment	Postural Management Assessment which identifies a Client's lying / night time positioning requirements.  In accordance with clause 5.	\$572.35	Set fee per referral
SWS31	Equipment Trial, Fitting and Training	The trial and evaluation of equipment to ensure it meets the Client's identified needs.  If equipment has been approved and purchased for the Client by ACC, the Client and their significant others will receive training in the safe use and maintenance of the equipment.	\$1,068.36	Set fee per referral

Service Item Code	Service Item Description	Service Item Definition	Price (excl GST)	Pricing Unit
		In accordance with Part B, clause 6.		
SWS32	Exceptional equipment training	Additional hours to support the trial, evaluation and set up of multiple, complex Equipment solutions.	\$152.62	Per hour Max 4 hours per referral
SWS10	Outcome follow up	Follow up assessment that occurs between 2 - 4 months after the setup of the final mobility solution.	\$152.62	Max 1 hr
		In accordance with Part B, clause 5.		
SWST6	Other Travel	<p>Costs for return travel by ferry, taxi, rental car, public transport and parking when:</p> <ul style="list-style-type: none"> <li>return travel is via the most direct, practicable route; and</li> <li>the return travel exceeds 20km</li> </ul> <p>Note 1: where the Supplier has no base or facility in the Service provision area return travel will be calculated between the "start point" and "end point" closest to the Client as agreed by ACC.</p> <p>Note 2: ACC will only pay for actual and reasonable costs and receipts must be retained and produced if requested by ACC. If more than one client (ACC and/or non-ACC) receives services then invoicing is on a pro-rata basis.</p>	Actual and reasonable	Per trip

Service Item Code	Service Item Description	Service Item Definition	Price (excl GST)	Pricing Unit
SWSTA1	Air Travel	<p>Air travel when a Service Provider is:</p> <ul style="list-style-type: none"> <li>requested by ACC to travel to an outlying area that is not the Service Provider's usual area of residence or practice to deliver Services; and</li> <li>air travel is necessary and has been approved by ACC.</li> </ul> <p>Note: ACC will only pay for actual and reasonable costs and receipts must be retained and produced if requested by ACC. If more than one client (ACC and/or non-ACC) receives services then invoicing is on a pro-rata basis.</p>	Actual and reasonable	Per trip
SWSTD10	Travel Distance	<p>A contribution towards travel:</p> <ul style="list-style-type: none"> <li>for return travel via the most direct, practicable route; and</li> <li>where the return travel exceeds 20km</li> </ul> <p>Note 1: where the Supplier has no base or facility in the Service provision area return travel will be calculated between the "start point" and "end point" closest to the Client as agreed by ACC).</p> <p>Note 2: ACC does not pay for the first 20km of travel and this must be deducted from the total distance travelled. If</p>	\$0.70	Per Kilometre

Service Item Code	Service Item Description	Service Item Definition	Price (excl GST)	Pricing Unit
		travel includes more than one client (ACC and/or non-ACC) then invoicing is on a pro-rata basis.		
SWSTT5	Travel Time – first hour	<p data-bbox="719 454 951 577">Paid for the first 60 minutes (or less) of total travel in a day where:</p> <ul data-bbox="719 600 1002 1126" style="list-style-type: none"> <li data-bbox="719 600 943 656">• the travel is necessary; and</li> <li data-bbox="719 674 1002 887">• the Service Provider travels via the most direct, practicable route between their base/facility and where the services are provided; and</li> <li data-bbox="719 904 1002 1028">• the distance the Service Provider travels exceeds 20km return; and/or</li> <li data-bbox="719 1046 1002 1126">• the time the Service Provider travels exceeds 30 minutes</li> </ul>	\$76.32	Per hour
		<p data-bbox="719 1182 1002 1473">Note 1: where the Supplier has no base or facility in the Service provision area return travel will be calculated between the “start point” and “end point” closest to the Client as agreed by ACC.</p>		
		<p data-bbox="719 1529 1002 1686">Note 2: If travel includes more than one client (ACC and/or non-ACC) then invoicing is on a pro-rata basis.</p>		

Service Item Code	Service Item Description	Service Item Definition	Price (excl GST)	Pricing Unit
SWSTT1	Travel Time – subsequent hours	<ul style="list-style-type: none"> <li>• Paid for return travel time after the first 60 minutes in a day paid under SWSTT5, where: <ul style="list-style-type: none"> <li>• the travel is necessary; and</li> <li>• the Service Provider travels via the most direct, practicable route available between their base/facility and where the services are provided; and</li> <li>• additional travel time is required after the first hour of travel;</li> </ul> </li> </ul> <p>Note 1: where the Supplier has no base or facility in the Service provision area return travel will be calculated between the “start point” and “end point” closest to the Client as agreed by ACC.</p> <p>Note 2: the first 60 minutes must be deducted from the total travel time and if travel includes more than one client (ACC and/or non-ACC) then invoicing is on a pro-rata basis.</p>	\$152.62	Per hour

## Price Review

ACC will review pricing when, at ACC’s sole discretion, we consider a review necessary. The factors ACC may take into account during a review include, but are not limited to:

- general inflation;
- changes in service component costs;
- substantial changes in the market.

If ACC finds that the factors we take into account have not had a significant

impact on price, the prices will remain unchanged.

If ACC provides a price increase, the supplier must agree any adjustment in writing. The price increase will take effect from a date specified by ACC.

**5. RELATIONSHIP MANAGEMENT (PART B, CLAUSE 15)**

*Table 3 - Relationship Management*

Level	ACC	Supplier	Frequency
Client	Recovery Team/Recovery Team Member	Individual staff or operational contact	As required
Region	Designated Engagement & Performance Manager	Operational contact	As required, at least quarterly
Account Management	Portfolio Manager	Operational contact, contract holder	As required, at least quarterly

**6. ADDRESSES FOR NOTICES (STANDARD TERMS AND CONDITIONS, CLAUSE 23)**

**NOTICES FOR ACC TO:**

ACC Health Procurement  
 Justice Centre  
 19 Aitken Street (for delivery)  
 Thorndon  
 Wellington 6011  
 P O Box 242 (for mail)  
 Wellington 6140  
 Marked: "Attention: Procurement Specialist"  
 Phone: 0800 400 503  
 Email: health.procurement@acc.co.nz

**NOTICES FOR SUPPLIER TO:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ (for deliveries)  
 \_\_\_\_\_  
 \_\_\_\_\_ (for mail)  
 \_\_\_\_\_

Marked: "Attention: \_\_\_\_\_, \_\_\_\_\_"  
 Phone: \_\_\_\_\_  
 Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_

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## **B. SERVICE SPECIFICATIONS FOR WHEELCHAIR AND SEATING ASSESSMENT SERVICE**

### **1. PURPOSE**

- 1.1. The purpose of Wheelchair and Seating Assessment Service is to determine the most appropriate wheelchair, postural and seating options to meet Clients' injury related needs.

### **2. SERVICE OBJECTIVES**

- 2.1. ACC will measure the success of this Service based on the following objectives:
  - 2.1.1. Clients receive a comprehensive assessment that identifies and makes recommendations that will enable ACC to make informed, and appropriate decisions in providing wheelchair, seating and postural management supports, that will enable improved functional outcomes for the Client;
  - 2.1.2. Recommendations consider wider environmental factors including the Client's ability to access and move around their home environment and any impact on the Client's existing or future transport solutions;
  - 2.1.3. Clients and significant people in their environments receive training to use and/or support the use of the equipment. This includes ensuring that the Client is able to safely use and maintain the equipment independently or with support from people in their environment;
  - 2.1.4. Equipment recommendations made are safe, appropriate and will meet the Client's injury related needs.

### **3. SERVICE COMMENCEMENT**

- 3.1. Eligibility Criteria
  - 3.1.1. The Supplier will provide the Services to Clients who are referred by ACC in accordance with this Service Schedule.
- 3.2. Referral process
  - 3.2.1. ACC will provide the Supplier with referral information on the ACC081 referral form. At a minimum, the Referral will contain the following information:
    - 3.2.1.1. The Client's name, contact details, claim number, demographic details and a description of their injury;
    - 3.2.1.2. The reason for the Referral based on the Client's identified needs and goals;

- 3.2.1.3. Relevant clinical history to enable a quality assessment and recommendations that will support improved Client outcomes;
- 3.2.1.4. Any previous Assessment report(s) relevant to the current circumstances;
- 3.2.1.5. Any known risks associated with providing Services to the Client.
- 3.2.2. The Supplier must return any Referral to ACC if it contains inadequate information and request further details before accepting the Referral.
- 3.2.3. Upon receipt of a Referral, the Supplier will:
  - 3.2.3.1. If the Referral is declined, notify the ACC referrer within one Business Day;
  - 3.2.3.2. Contact the Client within two Business Days from accepting the Referral to explain the Assessment process, answer any Client questions, confirm whether the Client requires a support person and arrange a suitable time and venue to undertake the Assessment.

#### **4. SERVICE LOCATION AND SPECIFIED AREA**

- 4.1. The Service will be provided in the Client's home, workplace or other appropriate community location as otherwise directed by ACC.
- 4.2. The Service will be provided by the Supplier for Clients in the geographical areas as specified in Part A, clause 2.

#### **5. SERVICE REQUIREMENTS**

- 5.1. The Service must be provided in accordance with the Operational Guidelines for Wheelchair and Seating Assessment Service which are available on the ACC website.
  - 5.1.1. The Operational Guidelines may be updated by ACC from time to time.
  - 5.1.2. If there is a conflict between the Operational Guidelines and this Service Schedule the provisions of the Service Schedule takes precedence.
- 5.2. At the beginning of the first meeting with the Client, the Named Service Provider will provide a full explanation of the assessment process.
- 5.3. The Wheelchair, Seating and Postural Assessment is a comprehensive assessment process that includes:

- 5.3.1. An Initial or Follow Up Assessment of the Client's needs to determine the appropriateness of wheelchair and seating to meet their individual postural support and functional mobility needs taking into consideration:
  - 5.3.1.1. Wider environmental factors such as housing and vehicles;
  - 5.3.1.2. The Client's injury related mobility needs;
  - 5.3.1.3. How the Client's needs may change over time;
  - 5.3.1.4. Any existing mobility equipment that the Client uses.
- 5.3.2. Completion of the Complexity Framework, using the template provided by ACC, to determine the level of complexity of the Assessment.
- 5.3.3. Completion of an Assessment Report, using the template provided by ACC, which identifies options for meeting the Client's identified needs and goals including:
  - 5.3.3.1. A supporting rationale for the recommended options;
  - 5.3.3.2. A summary of options that were considered and discounted, with supporting rationale;
  - 5.3.3.3. How the recommendations will contribute to improving functional outcomes for the Client;
  - 5.3.3.4. The expected life of any Equipment recommended;
  - 5.3.3.5. Whether the recommended options will require an Equipment trial
- 5.3.4. Completion of a Progress and Completion Report, using the template provided by ACC, which summarises:
  - 5.3.4.1. The Client's progress in achieving their outcomes;
  - 5.3.4.2. The impact of the trial Equipment on the Client's injury related needs;
  - 5.3.4.3. Evaluation of the trial Equipment and purchasing recommendations;
  - 5.3.4.4. Set up and installation of the final Equipment solution;
  - 5.3.4.5. Training in the use and maintenance of Equipment;
  - 5.3.4.6. Summary of the outcomes that the Client has achieved following the provision of the final Equipment solution;
  - 5.3.4.7. Service completion sign off.

- 5.3.5. An Outcome Follow Up Assessment that occurs between two and four months after the set up of the final mobility solution to review the Client's use of the Equipment solution and determine whether the expected outcomes have been achieved.
- 5.3.6. The Named Service Provider will use a variety of assessment tools consistent with current accepted practice to complete the Assessment.
- 5.3.7. The Named Service Provider will liaise with other services (e.g. housing modifications services, vehicle modification services) to ensure any recommendations take into consideration wider environmental factors.
- 5.3.8. Where the trial or supply of Equipment has been approved by ACC, the Named Service Provider will:
  - 5.3.8.1. Obtain Equipment in accordance with the MRES Operational Guidelines as detailed in Part B, clause 6;
  - 5.3.8.2. Trial any Equipment that is recommended by the Named Service Provider in the assessment report where ACC has approved the trial;
  - 5.3.8.3. Evaluate the trial Equipment and report back to ACC;
  - 5.3.8.4. Install the final Equipment solution;
  - 5.3.8.5. Provide training to the Client and significant others where specific training to maintain the Equipment and/or use it safely is required.

## **6. EQUIPMENT**

- 6.1. All rehabilitation Equipment must be requested in accordance with the Operational Guidelines for Managed Rehabilitation Equipment Services ('MRES') which are available on the ACC website ([www.acc.co.nz](http://www.acc.co.nz)).
  - 6.1.1. The Operational Guidelines may be updated by ACC from time to time.
  - 6.1.2. If there is a conflict between the Operational Guidelines and this Service Schedule, the provisions of the Service Schedule take precedence.
- 6.2. Named Service Providers may purchase non-List items valued at under \$60 (per item, excluding GST), directly from non-contracted suppliers without prior approval from ACC. ACC will reimburse the Supplier for the purchased item after receiving a separate invoice that details the item type and cost, cites service item code EU60, and has a receipt for the item attached.

- 6.3. The Supplier will ensure that Named Service Providers keep up to date with changes to MRES policies and processes, and updates to the MRES Equipment Lists. These can be found on the ACC website ([www.acc.co.nz](http://www.acc.co.nz)).
- 6.4. Complex List Equipment and Non-List Equipment may be trialled, if required. However, trials will be kept to a minimum and must be conducted in accordance with the MRES Operational Guidelines.

## 7. TIMEFRAMES

- 7.1. The Supplier will meet the following timeframes:

Requirement	Applicable Timeframe
If the Referral is declined, notify the ACC referrer.	Within one Business Day of receiving the Referral.
Contact the Client to explain the assessment process, answer any Client questions, confirm whether the Client requires a support person and arrange a suitable time and venue to undertake the Assessment.	Within two Business Days of receiving the Referral.
Complete the Assessment.	Within 10 Business Days of accepting the Referral.
Complete and submit an Assessment Report to ACC.	Within five Business Days of completion of the assessment.
Submit a revised Assessment Report if the first report is not of an appropriate standard.	Within five Business Days of notification by ACC that the Assessment Report is unsatisfactory.
ACC will advise the Named Service Provider that trials for a Wheelchair and Seating solution have been approved.	Within 10 Business Days of receiving the Assessment Report.
Trial, provision and installation of equipment.	See Part B, clause 6 of this Service Schedule At the end of the trial period. See Section 7 of MRES Operational Guidelines.
Undertake Follow Up Assessment.	Two to four months following set up of final equipment solution.
Submission of completed Progress and Completion Report to ACC using a template provided by ACC.	Maximum of 4 months after final mobility, seating or postural solution has been set up.

## **8. SERVICE QUALITY REQUIREMENTS**

- 8.1. Assessment tools used must be consistent with current accepted practice.
- 8.2. The service philosophy of the Supplier must align with the principles of the New Zealand Disability Strategy (NZDS).
- 8.3. The Supplier must ensure that only Named Service Providers provide Services under this Service Schedule. The Supplier must ensure that each Named Service Provider undertaking Wheelchair and Seating Assessments:
  - 8.3.1. Has a professional qualification in Occupational Therapy or Physiotherapy; and
  - 8.3.2. Maintains registration with the appropriate responsible authority under the Health Practitioners Competence Assurance Act 2003; and
  - 8.3.3. Has demonstrated postgraduate experience of not less than two years in the assessment and rehabilitation of injury-related conditions; and
  - 8.3.4. Has demonstrated postgraduate experience of not less than two years working with people in their own homes; and
  - 8.3.5. Has completed a minimum of 12 wheelchair and seating assessments in the preceding 12 months for any agencies that fund or provide wheelchair and seating assessments; and
  - 8.3.6. Meets the competency requirements as documented in Appendix 1 – Competency Framework.
- 8.4. The Supplier must have Named Service Providers, who meet the requirements of Part B, clause 8.3, based in each of the locations included in Part A, clause 2 (Service Regions).
  - 8.4.1. The Supplier must advise ACC immediately if, during the Term of this Service Schedule, they do not have Named Service Providers based in and available to undertake Assessments within any of the locations identified in Part A, clause 2.
  - 8.4.2. ACC will suspend referrals to the Supplier until Named Service Providers who meet the requirements of Part B, clause 8.3 are available and ACC has been advised in writing.
- 8.5. The Supplier will hold auditable records of the professional development activities undertaken by staff and any contractors in accordance with Part B, clause 8.3 and provide copies to ACC on request.
- 8.6. Addition of Named Service Providers
  - 8.6.1. The Supplier may, at any time during the Term of this Service Schedule, make a request to ACC that a provider be approved as a Named Service Provider. The request must be accompanied by the completed Named Service Provider Application Form.

8.6.2. ACC may, in its sole discretion, accept or decline each such request by providing written notification to the Supplier. Any acceptance may be made subject to conditions.

8.6.3. If a request is accepted under this clause, the provider will be added as a Named Service Provider from the date advised in ACC's written notice to you.

#### 8.7. Removal of Named Service Providers

8.7.1. The Supplier may, at any time during the Term of this Service Schedule, provide written notification to ACC that a Named Service Provider is to be removed from this Service Schedule.

8.7.1.1. Following receipt of the written notice, ACC will provide written confirmation that the Named Service Provider has been removed from the Service Schedule.

8.7.2. ACC may at its sole discretion give notice to the Supplier that a Named Service Provider is removed from this Service Schedule, such notice not to be given arbitrarily.

### 9. SERVICE EXIT

9.1. The Services for a Client will end on the later of the following occurring:

9.1.1. Submission of a Progress and Completion Report to ACC; or

9.1.2. ACC advises the Supplier that the Services are complete for the Client; or

9.1.3. ACC withdraws the Referral for any reason.

9.2. When a Client is transferred or discharged from the Service and accesses other appropriate services, the Supplier will transfer or discharge without avoidable delay or interruption.

### 10. EXCLUSIONS

10.1. The following services (without limitation) are excluded from this Service:

10.1.1. All other Social Rehabilitation Assessment Services; and

10.1.2. Therapy or other ongoing interventions with the Client.

### 11. LINKAGES

11.1. The Supplier will develop and maintain linkages with groups and organisations relevant to the provision of the Services. This includes but is not limited to:

11.1.1. Managed Rehabilitation Equipment Service (MRES) Supplier;

- 11.1.2. ACC contracted Housing Assessment Services;
- 11.1.3. ACC contracted Highly Specialised Transport for Independence Assessment Services and Transport for Independence Assessment Services;
- 11.1.4. Cultural groups;
- 11.1.5. Ministry of Health;
- 11.1.6. Regulatory bodies.

## 12. PERFORMANCE REQUIREMENTS

- 12.1. Services will be delivered in accordance with this Service Schedule.
- 12.2. The Supplier will have a documented quality improvement programme consistent with current accepted practice that includes but is not limited to:
  - 12.2.1. Policies and procedures for the appointment of staff and contractors;
  - 12.2.2. Policies and procedures for the provision of Services;
  - 12.2.3. Quality improvement processes to monitor and evaluate the effectiveness of the implementation of policies and procedures which includes ascertaining Client satisfaction and actions taken as a result;
  - 12.2.4. Complaints management process;
  - 12.2.5. Supervision and peer review of staff and contractors;
  - 12.2.6. Maintaining records of meetings.
- 12.3. The Supplier will demonstrate competence in the provision of Services as set out in Part B, clause 8.3 of this Service Schedule.

## 13. REPORTING REQUIREMENTS

- 13.1. The Supplier will provide reports to ACC in accordance with the following table:

Information	Frequency	When	Responsibility
Narrative of Service Delivery during the period including: <ul style="list-style-type: none"> <li>• Improvements/Innovations</li> <li>• Client feedback (including complaints).</li> <li>• Issues which impact on service delivery of service and/or timeliness.</li> <li>• Details of each Named Service Provider who have not completed the required number of Assessments as detailed in clause</li> </ul>	Annually	Annually from start date	Supplier



Information	Frequency	When	Responsibility
8.3.5 in the previous 12 months and the reasons why and the plan to remedy.			

13.2. ACC will also obtain and review information from their Managed Rehabilitation Equipment Services (MRES) about Named Service Providers' use of the MRES service including:

13.2.1. Number of times that the MRES supplier has had to ask for further clarification or amendments on reports and equipment orders;

13.2.2. The amount of List vs non-List equipment ordered;

13.2.3. Trials completed within the timeframes indicated in the MRES Operational Guidelines.

13.3. ACC may request further information or reports on Services provided. Any such request will be reasonable and the Supplier shall provide the information within 20 Business Days of the request being received by the Supplier.

#### 14. OPERATIONAL CONTACT

14.1. During the Term of this Agreement the Supplier will nominate a person (as specified in clause 5 of the Quick Reference Information in Part A of this Service Schedule) to be the main contact for ACC who will undertake the functions of the Relationship Manager at clause 11 of the Standard Terms and Conditions.

#### 15. RELATIONSHIP MANAGEMENT

15.1. To ensure the continuing effective operation of the service, formal working relationships are to be maintained as defined in Table 3 - Relationship Management.

#### 16. PAYMENT AND INVOICING

16.1. Services prices are defined for this Service in Table 2 - Service Items and Prices.

16.2. ACC agrees to pay the prices set out in Table 2 - Service Items and Prices.

#### 17. DEFINITIONS

In this Service Schedule, unless the context otherwise requires:

**'Assessment'** means an Assessment in accordance with this Service Schedule identifying the Client's injury related needs for social rehabilitation and providing advice to ACC about options for addressing these needs.

**'Equipment'** means any item likely to assist in restoring a Client to independence.

**'Reassessment'** means an Assessment completed with a Client who has previously had this type of Assessment.

**'Social Rehabilitation Assessments'** means Social Rehabilitation Needs Assessments, Education Support Assessments, Housing Assessments, Wheelchair and Seating Assessments, Highly Specialised Transport for Independence Assessments, Transport for Independence Assessments and Communicative Assistive Technology Assessments.

**'Trial' or 'Trialling'** equipment means that the Client uses a piece or pieces of Equipment for a set period of time under the guidance of the Service Provider to establish the suitability of the Equipment to address the Client's identified needs.

## Appendix 1 - Wheeled Mobility and Postural Management Competency Framework

These competencies have been framed to reflect the focus for the assessment is on the client's injury related need and how these can be met including exploring all practicable options (cost, cost effectiveness and other options available) to address the injury related need.

### Level 1 Competencies

Description	Competencies	Demonstrated by
<p><b>Assess clients who:</b></p> <p>1. Can self-propel, or use their foot to push (punt), a standard manual wheelchair and be safe and able to do essential daily tasks.</p> <p>2. Require a wheelchair or buggy for transport, behavioural/medical issues &amp; may also require seating as for 4, 5 and 6.</p> <p>3. Can use a standard proportional joystick on a rear wheel drive or mid wheel drive powered wheelchair without powered seating options and be safe and able to do essential daily tasks and are not candidates for an ultra-lightweight manual wheelchair for self-propelling.</p> <p>4. Have pelvic positioning needs that can be met through adjustments to readily available cushions e.g., can achieve 70 degrees of hip flexion, have a flexible pelvic obliquity.</p> <p>5. Are at risk of, or have developed, pressure areas on their seated surface.</p> <p>6. Are able to achieve an upright and symmetrical seated posture with some generalised trunk support and be safe and able to do essential daily tasks.</p> <p><b>AND</b></p> <p>Do not have a rapidly deteriorating disability (significant functional loss expected within 6mths) likely to require full trunk support, dynamic seating options e.g. tilt-in-space and /or alternative control options for powered mobility (refer Level 2 Competencies).</p>	<p>Understands the biomechanics of pelvic positioning and the effect of position on function.</p> <p>Understands the principles of basic wheelchair configuration and prescription appropriate to area of practice.</p> <p>Can identify contributing factors / risks for development of pressure areas.</p> <p>Can identify contributing factors / risks for development of musculoskeletal deformity.</p> <p>Understands indicators for powered mobility and programmable features for proportional joystick controls.</p> <p>Can complete a supine and sitting evaluation for people with wheeled mobility and seating needs that are not defined as complex.</p> <p>Can utilise adjustable features of readily available cushions to meet positioning requirements.</p> <p>Can utilise simple backrests to provide generalised trunk support.</p> <p>Can re-configure (or advise a technician how to reconfigure) standard manual and powered wheelchairs to meet the person's mobility and positioning needs.</p>	<p>Demonstrates sound assessment processes where parameters of equipment solutions reflect the identified problems, needs and goals of the disabled person showing consideration of social, functional, environmental and developmental requirements.</p> <p>Can complete a supine and sitting evaluation for people with wheeled mobility and seating needs that are not defined as complex.</p> <p>Can utilise adjustable features of readily available cushions to meet positioning requirements.</p> <p>Can utilise simple backrests to provide generalised trunk support.</p> <p>Can re-configure (or advise a technician how to reconfigure) standard manual and powered wheelchairs to meet the person's mobility and positioning needs.</p> <p>Uses the correct ACC reporting template and provides a clear rationale and description of the proposed solution(s), including options that have been trialled and discounted, and identify why the proposed solution represents the most</p>

## Level 1 Competencies

Description	Competencies	Demonstrated by
<p><b>AND</b></p> <p>Are not children who are independent and functional, active manual wheelchair users (or could be with appropriate equipment) indoors and in the community (refer Level 2 Competencies). The set up &amp; prescription of paediatric manual wheelchairs for active self-propelling children needs to be specific to prevent secondary complications &amp; enhance efficiency. Dimensions &amp; developmental goals make this much more difficult than with adults.</p> <p><b>EXCEPT FOR:</b></p> <p>Young children and infants under 2 years of age who require a buggy with tilt-in-space and/or recline due to their age and physical maturation, and don't have seating needs as described under 4.2 Level 2 Competencies sections 5 &amp; 6.</p>		<p>appropriate and cost effective solution to meet the client's injury-related needs to achieve the agreed rehabilitation outcomes.</p> <p>Can accurately describe and document rationale for equipment parameters in assessment report.</p> <p>Works collaboratively to understand the outcomes to be achieved for the client and the impact the proposed modifications will have on other funded services.</p> <p>Provide evidence of communication with relevant others during the assessment process.</p> <p>Follows the correct process for accessing rehabilitation equipment (including trial equipment) as defined in the ACC MRES Operational Guidelines.</p>

## Level 2 Competencies

Description	Competencies	Demonstrated by
<p><b>Assess clients who:</b></p> <p>1. Cannot self-propel, or use their foot to push (punt), a standard manual wheelchair due to weakness, pain, fatigue or abnormal movement patterns however could be safe and able to do essential daily tasks with an ultra-lightweight manual wheelchair.</p> <p>2. Have unusual physical dimensions which cannot be accommodated in a standard manual or powered wheelchair.</p> <p>3. Cannot safely undertake essential daily tasks, or be cared for safely in their home, without additional seating functions such as seat elevation, tilt-in-space, recline and powered elevating leg rests.</p> <p>4. Have limited hand function or control of movement and cannot access powered mobility via a standard proportional joystick.</p> <p>5. Have fixed postural asymmetries and limitations in joint range which cannot be accommodated in readily available cushions or backrests with generalised lateral shaping.</p> <p>6. Have poor sitting ability due to weakness or abnormal movement patterns/tone, and require specifically placed trunk and/or head supports for safety, or to maximise their functional body position for essential daily tasks, or to minimise deterioration of their posture.</p> <p>7. Have a rapidly deteriorating disability (significant functional loss expected within a period of 6 months) likely to require full trunk support, dynamic seating options e.g. tilt in space, and/or alternative control options for powered mobility.</p> <p>8. Are children who are independent and functional, active manual wheelchair users (or could be with</p>	<p>Understands the influence of the musculoskeletal / neuromuscular systems on sitting posture and function.</p> <p>Understands the impact of posture and positioning on the development of sitting ability, the management of abnormal movement patterns and the development of musculoskeletal deformities.</p> <p>Can identify fixed versus flexible postural anomalies and provide appropriate interventions for the person. This may involve compromising ideal posture in order to position for function in some instances. Rationale needs to be clear.</p> <p>Has an in-depth knowledge of a range of clinical conditions and the implications for wheeled mobility and seating, and uses this knowledge to anticipate future needs of the person and/or their caregivers (includes injury prevention).</p> <p>Has an in-depth knowledge of wheeled mobility and seating options which includes an understanding of the adjustable features (including specialty control options for powered mobility), their application and cost-effectiveness to meet an identified need, and actively keeps up to date with changing product.</p>	<p>Demonstrates a robust assessment process where the pathway from the initial assessment which identified the problems, needs and goals of the person, to the final equipment solution is clear.</p> <p>Can complete a supine and sitting evaluation for people with complex wheeled mobility and seating needs and utilise additional assessment tools as needed e.g. Chailey Levels of Ability assessment, Powered Mobility Programme.</p> <p>Utilises adjustable features of modular seating systems, accessories and specialised wheelchairs to meet positioning and functional needs.</p> <p>Can identify and utilise control methods for powered mobility that are appropriate to the cognitive and physical abilities of the person.</p> <p>Uses the correct ACC reporting template and provides a clear rationale and description of the proposed solution(s), including options that have been trialled and discounted, and identify why the proposed solution represents the most appropriate and cost effective solution to meet the client's injury-related needs to achieve the agreed rehabilitation outcomes.</p>

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**Level 2 Competencies**

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<b>Description</b>	<b>Competencies</b>	<b>Demonstrated by</b>
appropriate equipment) indoors and in the community.		<p>Can accurately describe and document rationale for equipment parameters in assessment report.</p> <p>Works collaboratively to understand the outcomes to be achieved for the client and the impact the proposed modifications will have on other funded services.</p> <p>Provide evidence of communication with relevant others during the assessment process.</p> <p>Follows the correct process for accessing rehabilitation equipment (including trial equipment) as defined in the ACC MRES Operational Guidelines.</p>

## Lying Assessment

Description	Competencies	Demonstrated by
<p><b>For clients who:</b></p> <p>1. Are at risk of, or have, persistent postures of asymmetry in lying.</p> <p>2. Require frequent re-positioning through the night due to discomfort from unsupported positions or other issues.</p> <p>3. Require a supported lying position through the day to achieve functional positioning for everyday activities.</p>	<p>Understands the rationale of a 24 hour approach to postural management.</p> <p>Can refer to evidence based practice to identify people who would benefit from night-time positioning and a 24 hour approach to postural management.</p> <p>Is aware of, and knows how to manage, risks when introducing night-time positioning.</p> <p>Can identify the parameters of lying equipment required to minimize the development of musculoskeletal deformities and/or to support a functional lying position.</p> <p>Has an in-depth knowledge of sleep systems and other lying equipment options available.</p> <p>Can complete a lying assessment and utilize additional assessment tools as needed e.g. Chailey Assessment of Lying Ability, sleep diary.</p> <p>Can configure equipment to support people in lying to correct or accommodate postural asymmetry.</p> <p>Can work in partnership with the client and all those involved in their care to ensure an integrated approach to postural management is facilitated.</p>	<p>Can clearly communicate the importance of positioning in lying to clients and those involved in their care.</p> <p>Provide appropriate intervention for clients.</p> <p>Provide positioning solutions in lying that meet the positioning and/or functional needs of the client.</p> <p>Utilise lying options to provide a cost-effective solution to meet the positioning and/or functional needs of the client in lying.</p> <p>Complete a lying assessment that identifies any loss of range of movement and includes information of unsupported lying position and how it could be improved.</p> <p>Can accurately describe and document rationale for equipment parameters in assessment report.</p> <p>Works collaboratively to understand the outcomes to be achieved for the client and the impact the proposed modifications will have on other funded services.</p> <p>Provide evidence of communication with relevant others during the assessment process.</p> <p>Follows the correct process for accessing rehabilitation equipment (including trial equipment) as defined in the ACC MRES Operational Guidelines.</p>

## Custom Fabrication

Description	Competencies	Demonstrated by
<p><b>For clients who:</b></p> <p>1. Require a custom fabricated seating product that is highly individualised and most commonly used for clients with Level 1 Chailey Sitting Ability, or those with significant orthopaedic deformity of the spine or pelvis.</p> <p>2. Require a unique and unusual custom modified wheeled mobility base.</p>	<p>Can explain and analyse clinical assessment findings and translate these to the requirements of the seating or mobility base to be fabricated.</p> <p>Problem solves positioning and mobility issues and prescribes unique and unusual solutions for clients who have significant fixed deformity that cannot be managed in readily available equipment and who may require custom fabricated seating / wheeled mobility options.</p> <p>Can anticipate difficulties that may arise in relation to pressure management, transfers and personal cares, and any functional or environmental impact that might occur during the introduction of custom fabricated solutions.</p>	<p>Links with appropriate services to ensure the proposed solution is appropriate to meet the client's injury related needs.</p> <p>Takes a lead role in completing the assessment and in the problem solving and decision making during the fabrication process.</p> <p>Follows the correct process for accessing rehabilitation equipment (including trial equipment) as defined in the ACC MRES Operational Guidelines.</p>