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# Purpose

# The purpose of this guidelines is to specify Territory Equipment Program (TEP) funding criteria for this group of assistive technology; items provided; eligible prescribers and provide a basis for consistent and transparent decision making.

# Guideline

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| **Includes** | | **Eligible Prescribers** |
| **Level 1 General Equipment**   * Kitchen Trolley * Hi-Lite Chair * Utility Chair * Kitchen Stool (height adjustable) * Footstool * Paediatric seating | | Occupational Therapist  Physiotherapists |
| **Level 2 General Equipment**   * Not Applicable | |  |
| **Excludes:**   * Items under $100 * Personal aids and small appliances * Aids and equipment which can be funded by other sources | | |
| **Alternate Funding Sources for Aids and Equipment**  Availability of equipment funding from other sources must be investigated.  This list should not be considered exhaustive as further alternative funding sources may be available. | | Items for childcare may be provided through the Inclusion Support Program (ISP)  Items for school or TAFE may be provided through the Department of Education  Items for the workplace may be provided through Job Access  Items for aged clients may be provided through a Commonwealth Home Care Package 1, 2,3,4 or a Residential Aged Care facility  Items may be funded through an approved National Disability Insurance Scheme (NDIS) Plan  Compensable and private funding such as Department of Veterans Affairs (DVA), Motor Accident Compensation (MAC), or other Insurance schemes  Public/community housing organisations e.g. Department of Housing and Community Development, Housing Co-operatives |
| **Identification of Need/Clinical Criteria** | | |
| **Miscellaneous equipment items for adults may be funded where:**   1. The client is unable to transfer or mobilise safely and independently **OR** 2. Transfers assisted by carers are unsafe, ineffective or pose a risk of injury to carers **AND** 3. The equipment will allow the client to perform a functional task independently to safely access basic nutritional needs in their home thus reducing the need for carer support and/or formal services.   **Miscellaneous equipment items for children may be funded where:**   1. An infant or child is demonstrating significant, isolated motor delay **AND** 2. Use of specialised floor seating is required to ensure optimal developmental progression **OR** 3. Use of a specialised insert is required to ensure safety when transported in a stroller **OR** 4. Use of specialised feeding seating is required to ensure safety during mealtimes 5. Use of specialised seating is required to ensure carer safety with transfers.   Use of specialised seating/inserts is required to support children with pain or mobility issues due to medical condition (e.g. achondroplasia, benign hypotonia impacting on function) | | |
| **Other Considerations** | | |
| * Only one specialised chair will be issued per client   + TEP will only fund a specialised chair following justification as to why a standard chair could not be raised or modified to meet the client’s assessed needs * TEP will not fund standard lounge or dining chairs * TEP will only fund a kitchen trolley where there is an assessed safety risk in transporting food/drinks * TEP will not fund standard baby chairs, floor seats, high chairs, strollers or prams. | | |
| **Clinical Priority** | | |
| While a person may be eligible for TEP, it does not guarantee that a particular aid or item of equipment will be provided. This decision is dependent on the clinical priority and the availability of funds.  **New or re-issue stock items will be issued as soon as possible following approval and the processing of the prescription.**  To ensure clients most in need are assisted, each prescription item will be clinically prioritised using the following criteria.  This is an indication of the clinically assessed priority for the prescribed item and should be clearly justified by the prescriber within the prescription. | | |
| 1. **High Urgency Category** | The provision of aids or equipment which are ***essential***to :   * The safety of the client/carer in the home * The continuation of the current care/living arrangements * The client’s independent functioning in the home | |
| 1. **Medium Urgency Category** | The provision of aids or equipment which will ***improve*** the:   * Safety of the client/carer in daily living activities * The client’s independent functioning in daily living activities   The provision of aids or equipment that will ***maintain*** the client’s current care/living arrangements. | |
| 1. **Low Urgency Category** | The equipment ***is therapeutic based*** equipment that increases the client’s mobility and communication abilities in the long-term  The equipment ***contributes*** to the client’s quality of life but is not essential for their current care/living arrangements | |
| **Equipment Decision and Justification** | | |
| **Client Factors** | | |
| **Provide**   * The client’s functional goal with the equipment * Client’s body measurements, if relevant * A brief description of functional skills and level of assistance required, including assessment of current transfers   **Confirm**   * The client/carer is able to use the equipment safely * Frequency of use of equipment   **Consider**   * Whether any postural or physical issues impact on equipment selection * Home environment * If equipment is nominated for repair and maintenance provide client with appropriate information | | |

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| **Social/Carer Factors** |
| **Confirm**   * Whether provision of equipment will increase or decrease physical or other load on carers * Client/carer is able to use the equipment safely, including set up, care, maintenance and trouble shooting |
| **Environmental and Equipment Factors** |
| **Confirm**   * Equipment is compatible with the client’s: * functional level * weight is within the safe working limit * height (who will adjust equipment to appropriate height) * transfers   **Consider**   * Whether the surface supporting legs of equipment is level and whether the legs need to be adjusted independently to ensure equipment is stable. Who will be assessing this, and adjusting if required * Circulation space for kitchen trolley * Adequate space for the equipment within the environment. |
| **Trial or Investigation** |
| **Trial or Investigation of the equipment may be required for Level 2 items only**  Refer to TEP Approved Equipment List.  **Location of trial**   * Trial of recommended equipment or equivalent model in the home environment is highly recommended. * For equipment that is integrated with other equipment, confirm that these are compatible via a trial in the home environment or an alternative environment ie: respite, hospital   **Provide**   * Objective comparisons of the options considered and trialled/investigated and the clients ability to participate in relevant functional activities, with and without the equipment |
| **Plan for Delivery** |
| **Provide**   * Name and contact details of client/carer and any clinicians who must be notified prior to delivery * Delivery instructions * If equipment is being delivered to a remote location please provide name of Freight Company (if known), community clinic or aged care facility, contact person, contact number and an email address. * If replacement item is being prescribed, a plan to remove/return existing/unsuitable item on the prescription e.g. TEP to collect item being replaced or prescriber to arrange return of item being replaced. |
| **Plan for Equipment Review** |
| It is the prescribing therapist’s responsibility to ensure correct fitting and client education for TEP equipment on issue. It is essential that Level 1 equipment is reviewed within 12 weeks of delivery and use.  Prescribers must indicate which mode of follow up they will undertake. Options include: home visit, telephone call, client advised to contact prescriber as needed or the prescriber may need to make arrangements to refer follow up to an alternate provider, where appropriate. |

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| Quality Assurance | | |
|  | **Method** | **Responsibility** | |
| **Implementation** | Document will be available for access via the PGC | PGC Administrator | |
| **Review** | Document will be reviewed within 5 years or when changes in practice occur | TEP Advisory Committee, Primary & Public Health Care, Top End Health Service and Central Australia Health Service. | |
| **Evaluation** | Document will be evaluated informally at time of review | TEP Advisory Committee, Primary & Public Health Care, Top End Health Service and Central Australia Health Service. | |
| **Compliance** |  |  | |

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| Key Associated Documents | |
| **Key Legislation, By-Laws, Standards, Delegations, Aligned & Supporting Documents** | N/A |
| **References** | These Clinical Guidelines have been adapted from the New South Wales (NSW) Health EnableNSW Prescription and Provision Guidelines available at the following site: http://www.enable.health.nsw.gov.au/home/forms-and-guidelines |

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| Evidence | | | |
| **Reference** | **Method** | **Evidence Level (I-V)** | **Summary of Recommendation from this Reference** |
| N/A | N/A | N/A | N/A |

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| **National Safety and Quality Health Service Standards** | | | | | | | |
| cid:image001.jpg@01D658ED.D030F090  Clinical Governance | cid:image002.jpg@01D658ED.D030F090  Partnering with Consumers | cid:image003.jpg@01D658ED.D030F090  Preventing and Controlling Healthcare Associated Infection | cid:image004.jpg@01D658ED.D030F090  Medication Safety | Comprehensive care icon  Comprehensive Care | cid:image006.jpg@01D658ED.D030F090  Communicating for Safety | cid:image007.jpg@01D658ED.D030F090  Blood Management | cid:image008.jpg@01D658ED.D030F090  Recognising & Responding to Acute Deterioration |
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