

ITEM COMPETENCY

ITEM: Manual Wheelchair

Employee: _____

Date: _____

	Yes	No	N/A	Notes
Prior to Set-up				
Technician verifies patient information				
Technician arranges for delivery/contacts patient/caregiver				
Technician selects item- checks to ensure it is ready for service				
Technician gathers patient educational materials				
Technician gathers patient paperwork				
Delivery and Set-up				
Technician observes clean/dirty in vehicle				
Technician unloads all necessary items appropriately				
Technician introduces self to patient/caregiver				
Technician performs handwashing pre and post set-up				
Technician performs adequate home safety assessment and verifies wheelchair is able to go through doorways if appropriate				
Technician sets-up hospital bed in an area that does not obstruct traffic				
Technician instructs use of leg and foot rest and arm removal as appropriate.				
Technician explains hand brake				
Technician explains troubleshooting, safety measures				
Technician explains maintenance and cleaning wheelchair				
Technician solicits and answers questions correctly				
Technician observes a return demonstration				
Paperwork				
Technician explains all items and gets required signatures				
Technician leaves patient with all necessary copies				
Technician ensures patient/caregiver know how to reach office and any relevant emergency or after-hours procedures				
Paperwork is reviewed for accuracy				

Further supervision or review needed? _____ No _____ Yes: _____

Evaluator's Signature: _____ Date: _____

Technician's Signature: _____ Date: _____