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SELF-ASSESSMENT GUIDE

Qualification	ASSISTIVE REHABILITATION TECHNOLOGY SERVICES (WHEELCHAIR) NC II		
Units of Competency Covered	<ul style="list-style-type: none"> • Receive wheelchair referral and appointment • Assist the wheelchair clinician during assessment • Coordinate procurement on the appropriate wheelchair size and its parts • Perform wheelchair assembly and modifications • Assist the wheelchair clinician in wheelchair check out and fitting • Assist wheelchair clinician in user training • Perform maintenance and repair on wheelchairs 		
Instruction: Read each question and check the appropriate column to indicate your answer.			
Can I?	YES	NO	
RECEIVE WHEELCHAIR REFERRAL AND APPOINTMENT			
• Review referral form/notes of client in accordance with institutional protocols *			
• Determine repair services that can or cannot be provided to client's wheelchair in accordance with institutional protocols.			
• Schedule client for wheelchair assessment/modification/follow-up/repair and institutional protocols *			
• Check completeness of filled-up forms and files forms accordance to storage procedures *			
ASSIST THE WHEELCHAIR CLINICIAN DURING ASSESSMENT			
• Assist in transferring client to assessment bed/area according to proper transfer techniques and body mechanics in accordance with wheelchair service provision guidelines *			
• Record information (ex. profile, health condition and body measurements) needed by wheelchair clinician, in accordance with institutional protocols *			
• Assist client to the most comfortable upright sitting position with minimum support, in accordance with wheelchair service provision guidelines			
• Assist clinician by recording basic body measurements and/or additional body measurements that corresponds to postural support devices, in accordance with client characteristics *			
COORDINATE PROCUREMENT ON THE APPROPRIATE WHEELCHAIR SIZE AND ITS PARTS			
• Identify wheelchair parts that need modification, in accordance with institutional protocols			
• Determine wheelchair type and parts needed based on the prescription provided by the clinician			

• Schedule wheelchair assembly and maintenance in accordance with institutional protocol		
• Fill-up order form based on the wheelchair prescription form*		
• Check completeness, specifications and functionality of wheelchair, parts and/or materials, in accordance with order form *		
PERFORM WHEELCHAIR ASSEMBLY AND MODIFICATIONS		
• Prepare wheelchair parts, tools and/or materials for assembly, fitting and/or adjustment in accordance with institutional protocols *		
• Check safety and functionality of equipment in accordance with manufacturer's instruction and specification		
• Assemble wheelchair parts and/or postural support devices based on wheelchair prescription, in accordance established procedure*		
• Store excess wheelchair parts in accordance with institutional protocols		
• Perform quality check on assembled wheelchair in accordance with institutional procedures		
• Clean store and make inventory of equipment, tools and materials, in accordance with institutional protocols *		
• Clean work area and apply proper wastes management *		
ASSIST THE WHEELCHAIR CLINICIAN IN WHEELCHAIR CHECK OUT AND FITTING		
• Assist in transferring client according to proper transfer techniques and body mechanics in accordance with wheelchair service provision guidelines *		
• Record body measurements and special considerations relayed by wheelchair clinicians, in accordance with institutional protocols		
• Get feedback from client regarding fit of the wheelchair in accordance with institutional protocol		
• Get feedback from client regarding comfort of postural support devices and make appropriate adjustment		
ASSIST WHEELCHAIR CLINICIAN IN USER TRAINING		
• Explain safety protocols to client, in accordance with standard of practice *		
• Identify potential risks and its preventive measures, for the information of the client *		
• Identify hazards/potential hazards in the environment, for the information of the client *		
• Explain wheelchair handling, including wheelchair parts and prevention of pressure sore to client *		
• Explain and demonstrate transfer techniques to clients *		
• Explain rules for safe practice during mobility training according to institutional protocol, wheelchair specification and guidelines *		
• Identify the conditions and/or mechanics of wheelchair parts that need to be monitored *		

PERFORM MAINTENANCE AND REPAIR ON WHEELCHAIRS		
• Check tire's pneumatic pressure, tire splits, cracks, bulging or loss of thread breaks and performs needed adjustment/repair/ replacement		
• Check wheel attachment, rear wheel's alignment, castor wheels' alignment and performs needed adjustment/repair/ replacement		
• Lock bearings, nuts, and bolts in accordance with wheelchair toes and performs needed tightening/replacement		
• Check and secure armrest/side guards, footrest and breaks and performs needed repair/replacement		
• Check upholstery, fabrics and cushions and performs needed replacement		
• Check compliance of wheelchair service provision to manufacturer's/institution/wheelchair user specifications		
• Perform needed repair or replacement of defective wheelchair parts		
• Check if provision of wheelchair services were compliant to institution's and wheelchair's user specification		
• Check if product quality was compliant to manufacturer's, and wheelchair's user specification		
• Record/document quality assurance procedures		
I agree to undertake assessment with the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
Candidate's Name and Signature		Date

*NOTE: *Critical aspects of competency*