



# Rancho Los Amigos National Rehabilitation Center

## ADMINISTRATIVE POLICY AND PROCEDURE

**SUBJECT: MEDICAL CENTER WHEELCHAIR POOL  
FOR INPATIENT USE**

**Policy No.: B610  
Supersedes: March 19,2018  
Revision Date: August 12,2022  
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### PURPOSE:

To expedite assignment and delivery of wheel-chairs for inpatient use and to ensure that hospital owned wheelchairs are maintained in good working conditions.

### POLICY:

All wheelchairs required for patient use during hospitalization will be provided, adjusted, modified, and maintained in safe working condition. A separate pool of Medical Center owned wheelchairs will be available to meet the following patient needs:

### PROCEDURE:

#### 1. Wheelchair Inventory

- a. Contract Vendor- Contract vendor will maintain inventory of vendor owned wheelchairs and will ensure the wheelchairs are clean and in safe working condition. These wheelchairs will be loaned to patients for use during their inpatient stay.
- b. The Physical Therapy Department and Nursing Department - The Physical Therapy Department and Nursing Department will maintain inventory of the medical center wheelchair pool and will ensure the wheelchairs are clean and in safe working condition. These wheelchairs will be utilized to meet the following patient needs:
  - Transport Services (**Nursing**)
  - Patient unit wheelchairs (**Nursing**)
  - Urgent wheelchair needs not met by contracted vendor (**Physical Therapy**)

#### 2. Requests for Wheelchairs for Inpatient Use

- a. It is the responsibility of the Clinical Professional who requests the wheelchair to ensure the appropriate wheelchair is issued to the patient and the patient and caregiver are trained on the safe use of the wheelchair.
- b. Clinician requesting a wheelchair (i.e. Physical Therapist, MD, Nurse) must complete a wheelchair request form (Attachment I).
- c. Fax or email form to JPI, Room B029 or Fax (562) 401-2841.
- d. Wheelchair will be delivered or picked up by Rancho staff, Monday thru Friday during business hours, in the JPI, Basement, Room B029.

EFFECTIVE DATE: January 1, 1982

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

- e. For urgent needs not met by the contract vendor, the clinician or designee will use hospital inventory located in physical therapy department and nursing department.

### **3. Cleaning of Wheelchairs**

- a. Wheelchair upholstery must be cleaned with hospital-approved disinfectant between each patient use.

### **4. Repairs and Modifications of Wheelchairs**

- a. For wheelchairs issued by the contract vendor that require detailed cleaning, repairs and/or modifications, the wheelchair is to be delivered to JPI, Room B029 during business hours, The clinician requesting the repair and/or modification will be notified when the wheelchair is ready to be picked up.
- b. For Rancho owned wheelchairs, the manager of Transport/escort Services, Nurse Manager of the individual patient unit, or Physical Therapy staff are responsible for Identifying if a wheelchair requires repairs, red tagging equipment that is defective, and taking it out of service. PT technician or designated PT staff member will determine need for repairs vs. replacement and will coordinate repairs if appropriate, through the Rancho-contracted wheelchair vendor.

### **5. Preventative Maintenance**

- a. Contract vendor is responsible for ensuring that all vendor owned wheelchairs are clean and in safe working condition before the wheelchairs are issued to the patients. Contract vendor will perform and maintain a record of annual preventative maintenance on all vendor owned wheelchairs. The clinical professional issuing a wheelchair is responsible for ensuring the medical center owned wheelchair is in safe working condition before it is issued to a patient.

### **6. Replacement/Salvage of Medical Center Wheelchairs**

- a. It is the responsibility of the Rancho-Contracted wheelchair Vendor to determine when a wheelchair can no longer be repaired or that repair is no longer cost efficient.
- b. The Rancho-Contracted Wheelchair Vendor contact the Physical Therapy Supervisor with a list of the wheelchairs that can no longer be repaired and recommend for salvage.
- c. The Nursing or Physical Therapy Area manager will be responsible for submitting requests for additional or replacement wheelchairs to Supply Chain Operations.

### **2. Identification of Medical Center Wheelchairs**

All Medical Center wheelchairs will be individually identified with a number on the upholstery.