

Learner:	Mentor:	Date:
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Competency	Mentor's comments	Yes	No
Step one: Select			
1. Collects relevant information using assessment form and correctly identifies if person: <ul style="list-style-type: none"><li>Needs a toilet and/or shower chair</li><li>Is at risk of pressure wounds.</li></ul>			
2. Discusses with person how and where they will use their toilet and/or shower chair considering (at least): <ul style="list-style-type: none"><li>Privacy</li><li>Safe and easy access, even floor</li><li>Hand washing area (for toilet chair).</li></ul>			
3. Selects product and features that best meet the user's needs.			
4. Identifies when a person needs referral and refers to the appropriate service.			
Step two: Fit			
5. Checks product is in good working order and the weight limit before fitting			
6. Sets up and/or advises the person how to set up and adjust the toilet and/or shower chair in the chosen location			
Step three: Teach			
7. Discusses with and/or teaches the person how to use the toilet and/or shower chair including: <ul style="list-style-type: none"><li>How to transfer on and off safely (may refer for transfer training)</li><li>Offers relevant advice for successful use of toilet chair (avoiding accidents)</li><li>Cleaning and checking regularly the brakes, tips, rust / cracks.</li></ul>			
Step four: Follow up			
8. Identifies correct follow-up actions, such as: <ul style="list-style-type: none"><li>Provide further training</li><li>Repair or replace product</li><li>Refer to another service.</li></ul>			
For all steps			
9. Demonstrates safe and client centred practice throughout all service steps.			

## Notes for mentors

### Use this skills checklist to help:

- Evaluate how well learners perform the skills to safely provide toilet and shower chairs and whether:
  - They can safely provide these products independently, or
  - Need extra mentoring and if so, which skills they most need to practise

### Note that:

- This checklist focuses on the most important skills that are covered in the TAP module
- There may be other skills you would like your staff to develop, depending on your service needs. You can further develop this checklist if this would be helpful.
- You may not be able to observe the skills for all four steps in one session, as follow up in particular will happen at a later date.

### To use the skills checklist:

- Observe learners carrying out toilet and shower chair provision steps. This may be through role play (practising on each other) or with clients.
- Always make sure that practice with clients is carried out safely.
- Note on the form whether the trainee has performed each skill correctly. Use the comments column to provide details. This may be things that are done well, or areas that need further practice.

### Providing feedback to learners:

- Discuss your observations with learners. Share with them their strengths, and areas needing more practice.
- Provide a copy of the completed checklist to the learner as their record.
- Continue to provide mentoring and support, and re-evaluate as they develop skills and confidence.

### When is a learner ready to provide toilet and shower chairs independently?

- To provide walking aids safely, a learner should consistently complete all skills correctly.
- Remember - mentoring and supervision is an ongoing process to continue improving skills.