

Learner:	Mentor:	Date:
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Competency	Mentor's comments	Yes	No
Step one: Select			
1. Collects relevant information using the assessment form. Selects the wheelchair and cushion that best meets the person's needs.			
2. Identifies whether the person would benefit from: <ul style="list-style-type: none"> Optional wheelchair features Other assistive products to overcome environmental barriers. 			
3. Identifies when a person needs extra support or referral and refers to a suitable service.			
Step two: Fit			
4. Fits the wheelchair to the person: <ul style="list-style-type: none"> Completes all checks on: <ul style="list-style-type: none"> Wheelchair safe and ready checklist Wheelchair fitting checklist Adjusts the wheelchair Checks fit while person is sitting still and while moving. 			
Step three: Teach			
5. Refers to wheelchair user information leaflet when teaching how to use the wheelchair: <ul style="list-style-type: none"> Finds out what the person already knows (particularly if they have had a wheelchair before) Identifies with person when they require assistance. Teaches in relevant environments how to: <ul style="list-style-type: none"> Handle the wheelchair Check the cushion is positioned correctly Avoid pressure wounds and relieve pressure (if at risk of pressure wounds) Propel the wheelchair: <ul style="list-style-type: none"> Flat ground, turning, slopes Over rough ground with assistance Up and down stairs with assistance (or curb) How to transfer: <ul style="list-style-type: none"> Standing or sitting (with transfer board if necessary). 			
6. Teaches person to care for wheelchair: <ul style="list-style-type: none"> Wash cushion and cover Pumping up tyres Tightening nuts and bolts. 			

Step four: Follow up			
7. Provides person with follow up information: <ul style="list-style-type: none"> • Discusses follow up plan including contact details • Identifies priority follow up needs (risk of pressure wounds, requires extra support, child who is still growing, person or caregivers had difficulty with any of the instructions.) 			
8. Identifies correct follow up actions, based on re-assessment such as: <ul style="list-style-type: none"> • Adjust the current wheelchair • Provide further training • Replace or repair wheelchair or cushion • Refer to another service. 			
For all steps			
9. Demonstrates safe and person-centred practice throughout all service steps.			
Notes for mentors			
<p>Use this skills checklist to:</p> <ul style="list-style-type: none"> • Evaluate how well learners perform the skills to safely provide the wheelchair and cushion. • Decide if learners can safely and independently provide wheelchairs and cushions. • Determine if extra mentoring is needed and which skills they most need to practise. <p>Note that:</p> <ul style="list-style-type: none"> • 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. <p>To use the skills checklist:</p> <ul style="list-style-type: none"> • Observe learners carrying out wheelchair provision steps. This may be through role play (practising on each other) or with a person. • Always make sure that practice with people is carried out safely. • Note on the form whether the learner 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. <p>Providing feedback to learner:</p> <ul style="list-style-type: none"> • 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. <p>When is a learner ready to provide wheelchair independently?</p> <ul style="list-style-type: none"> • To provide wheelchairs safely, a learner should consistently complete all skills correctly. • Remember: Mentoring and supervision is an ongoing process, to continue improving skills. 			