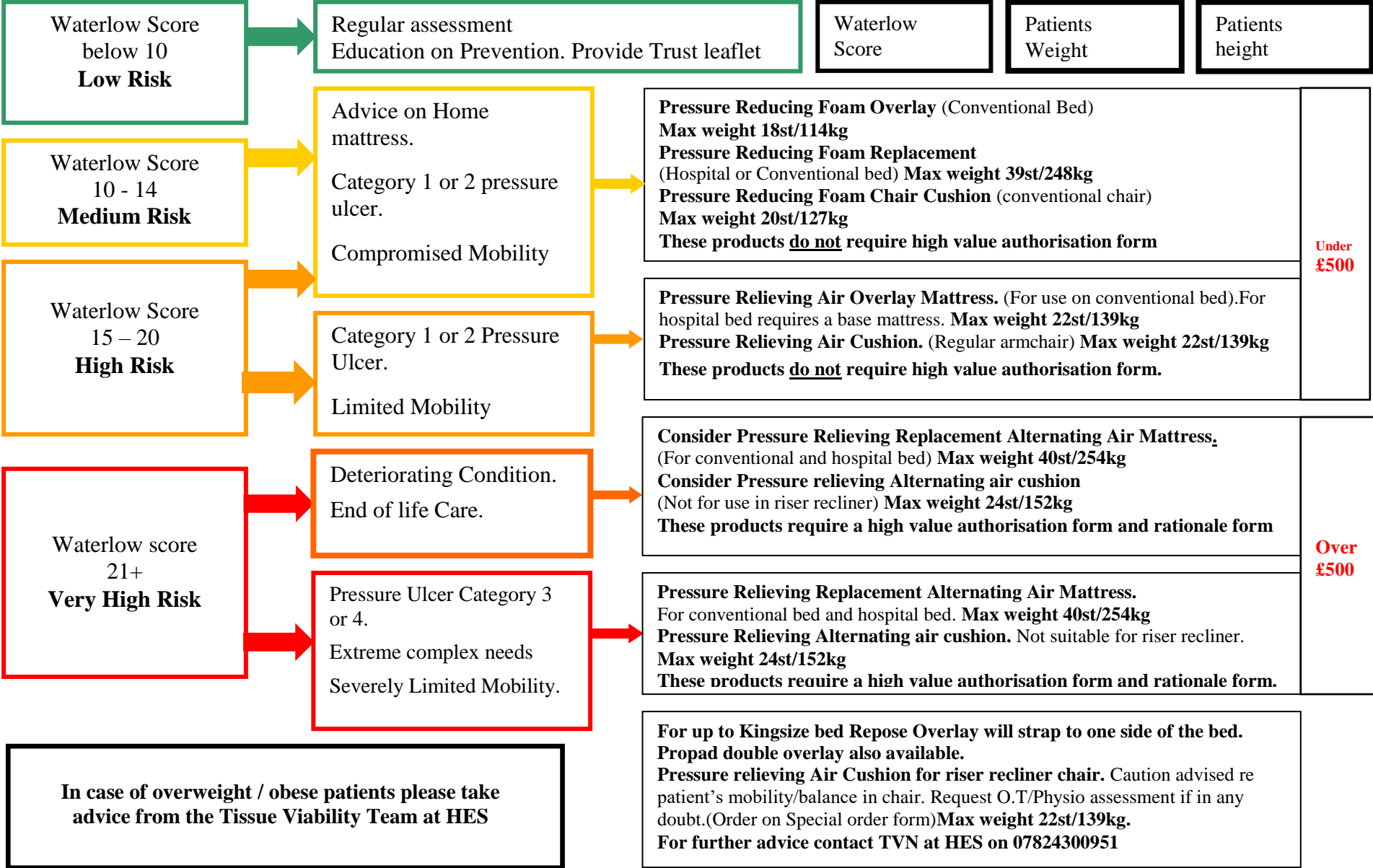


Pressure Relieving Equipment Ordering Tool

5. Complete Trust Risk and Skin Assessment Form



Under
£500

Over
£500

HERTFORDSHIRE EQUIPMENT SERVICE

Supplementary Form to be attached to HES Order Form when ordering following high cost equipment:-

- Beds ● Alternating Air Mattresses ● Electric Hoists ● Suction Machines

PLEASE COMPLETE THIS FORM IN BLOCK CAPITAL LETTERS

HES Order Form Ref No.

Name of Patient: _____ Date Assessed: _____

Name of Prescriber: _____ Prescriber Tel No.: _____

Designation of Prescriber: _____

Diagnosis: _____

Total Clinical Priority Score from HES order form

Equipment being requested: Electric Hoist Bed
 Alternating Air Mattress Suction Machine

Please select primary reason for requesting equipment by ticking appropriate box below. If "Next Day" delivery is required please complete far right hand section of this table (see guidance notes on reverse)	NEXT DAY	3 DAY	7 DAY	IMPORT NOTICE
	Please tick one box	Please tick one box	Please tick one box	
	✓	✓	✓	HES must be advised of the potential demand at the earliest opportunity, therefore <u>you must telephone</u> and pre-book 1 and 3 day deliveries. You will be told immediately if the routes are fully booked, and the request cannot be met. You are responsible for obtaining authorisation and sending the form into HES before 13:00 pm. Equipment will NOT be delivered without an authorised referral. For 1 or 3 day delivery request it is essential to provide significant clinical evidence to underline the clinical priority score
Liverpool Care Pathway				
Delay transfer of care				
Rapidly deteriorating clinical needs				
Significant risk of carer breakdown				
Significant health and safety risk				
Continuing community care				
Professional Carer				
Elective surgery				
Rehabilitation				
Respite (please provide name of Care Home):-				

(Please tick box) - I (the prescriber) have ensured that on the day of delivery, there will be clear access from the delivery vehicle to the allocated room including stairways; and that the room where the equipment is to be delivered will be adequately cleared to enable the equipment to be installed.

Prescribers Name Prescriber's signature:Date:

Authorisers Name..... Authorisers signature:.....Date.....

Procedure for ordering pressure relieving Equipment

Follow the mattress/cushion ordering flow chart to aid decision on which mattress/cushion to order. Complete Patients Waterlow, weight and height on flow chart this will enable technician delivering mattress to set to correct weight.

Fill in current HES order form but do not fill in clinical priority score.

Please specify the type of the mattress/cushion required. Get this by following flow chart. This will be either:-

Overlay foam mattress

Replacement foam mattress

Overlay Air Mattress

Replacement air mattress

Foam Cushion.

Air cushion.

If unsure on what product ring TVN at HES. 07824300951

For Foam overlay and foam replacement mattresses, air overlay mattresses and air cushions fill in current HES order form or order online. **No high cost form required.**
No rationale form required.

For replacement alternating air mattresses and cushions fill in Order Form, High Cost form and supporting rationale and fax to usual HES number. Specify category of Pressure Ulcer if there is a pressure ulcer present.

For Special orders not covered on flow chart, please call HES TVN for advice. HES management will advise if TVN absent. If TVN on annual leave or not in, HES management will authorise. So there will be no delays.

*****For NEXT DAY/ 3 DAY DELIVERY it is ESSENTIAL to ring and follow the options and arrange with HES staff.
Failure to do this will result in delayed delivery.*****

Procedure for ordering Hospital Beds.

Order beds and supplementary equipment as usual. Bed will be supplied with a Memaflex mattress unless specifically asked for on order form.

All bed orders require high cost form regardless of type of mattress ordered.

Bed orders will go through HES staff and will not be delayed if a high grade mattress is ordered with the bed.

For Pre booking delivery dates for beds please ring HES as usual to arrange with HES staff.