

## Specialist Mobility Rehabilitation Centre (S.M.R.C.)



## *Wheelchair User Handbook*

**Preston Business Centre  
Watling Street Road  
Fulwood  
Preston  
PR2 8DY**

**Tel: (01772) 716921 Fax: (01772) 712391**



Awarded for excellence

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## **SPECIALIST MOBILITY REHABILITATION CENTRE**

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**Telephone: Preston (01772) 716921**

Head of Service ..... Mr Rory Davies

Wheelchair Administration Manager (General Enquires)  
..... Mrs Hazel Derbyshire

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## **REPAIR CONTRACTOR**

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Nottingham Rehabilitation Services  
72A Roman Way Industrial Estate  
Longridge Road  
Preston  
PR2 5BB

**Tel: 01772 707007**

**IT IS IMPORTANT THAT YOU READ THIS BOOKLET BEFORE YOU USE YOUR WHEELCHAIR. PLEASE KEEP THE BOOKLET IN A SAFE PLACE FOR YOUR FUTURE REFERENCE. PLEASE NOTE: THIS IS A GENERAL GUIDE ONLY.**

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## **YOUR WHEELCHAIR**

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Your wheelchair has been provided by the Specialist Mobility Rehabilitation Centre, often referred to as the S.M.R.C. We provide wheelchairs for people who have a long-term disability, whose walking ability is severely restricted. The wheelchair is on loan to you for as long as you require it.

If you need a repair to your wheelchair, please contact the repair contractor, shown on page 2.

The chair will be repaired at no cost to yourself.

YOUR PATIENT REFERENCE NUMBER IS: **P** .....

YOUR WHEELCHAIR MODEL IS: .....

This number should be kept in a safe place as you will need to quote it for any repairs requested.

**PLEASE HELP US TO MAINTAIN OUR WHEELCHAIR SERVICE BY RETURNING YOUR WHEELCHAIR IF FOR ANY REASON YOU NO LONGER REQUIRE IT. YOU MAY TELEPHONE YOUR LOCAL REPAIR CONTRACTOR OR S.M.R.C. CENTRE TO ARRANGE COLLECTION. THE WHEELCHAIR SHOULD NOT BE TRANSFERRED TO ANOTHER PERSON.**

*Thank you for your co-operation.*

A tyre pump (where required) will be issued with your wheelchair. Waistbelts are also available, for added safety. Ideally the length of time spent in your wheelchair should be kept to a minimum whenever possible.

Now you have your wheelchair, we hope you will find it useful, and suitable for your needs.

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## **IF THE WHEELCHAIR NO LONGER MEETS YOUR NEEDS**

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If you find your wheelchair is no longer suitable for your needs you must first contact S.M.R.C. You will find the telephone number on page 2.

We will tell you if any changes are necessary. You may need to be seen at the S.M.R.C., a clinic in your area, or at home.

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## **REPAIRS/COLLECTIONS**

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The delivery, repair, maintenance and collection of wheelchairs is carried out by our repair contractor.

If for any reason you need to contact the contractor, you will find the following details useful.

The contractors' workshops are open at the following times:-

### **Monday - Friday 8.30 am - 5.00 pm**

The contractor operates an emergency repair system outside these standard hours. This emergency system is provided between the hours of 7.00 am and 11.00 pm (including weekends and Bank Holidays) and reported emergency cases are dealt with the same day. "Emergencies" are classed as urgent repairs required by people who are totally dependent on their wheelchair. The contractor should attend within three working days of receiving a request for a non-emergency repair. Collections/deliveries should be carried out within five working days.

Should your wheelchair be taken away for repair, a reasonable temporary replacement (not necessarily the same type) will be provided if possible. This temporary replacement will be collected when your repaired wheelchair is returned.

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## **CHANGE OF CIRCUMSTANCES**

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If your circumstances change, e.g. you move get married, change your name or telephone number please contact the S.M.R.C., so that your records can be updated.

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## WHEELCHAIR CONDITIONS OF LOAN

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The wheelchair and any accessories belong to the Specialist Mobility Rehabilitation Centre and are loaned to you on the conditions shown below:-

- 1) The equipment must be returned or given up for repair as soon as we ask you to do so.
- 2) You must not dispose of it and must let us know straight away if you have no further use for it.
- 3) It must be kept clean and in good working order.
- 4) It is for your use only and must not be used for any purpose other than that for which it was provided.
- 5) It must be protected from damage at all times.
- 6) You must not have it altered or have any attachment fitted without our agreement first.
- 7) You must let us know straight away if:-
  - the equipment is involved in an accident
  - the equipment is lost or damaged
  - you change your address
  - you intend to emigrate
  - you no longer need the equipment

If you take the equipment abroad for any length of time, you must ensure adequate insurance is arranged to cover any loss or repairs during travel and whilst outside the United Kingdom.

- 8) The wheelchair/equipment must be made available for a bi-annual maintenance inspection by our approved contractor. Visits will be by appointment within a 2 hour timeband.
- 9) Although insurance cover is optional, the S.M.R.C. advise this should be considered.

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## WHEELCHAIR REPAIRS

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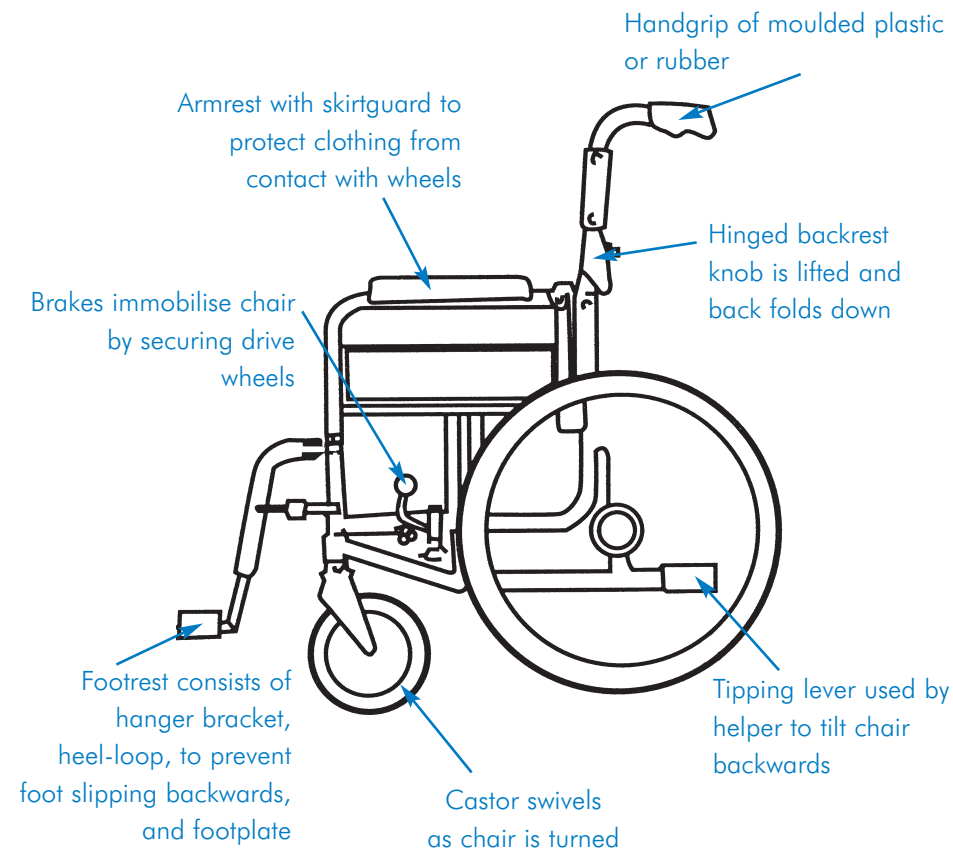
Repair costs will normally be paid by us except in cases of mis-use or negligence.

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## THE PARTS OF YOUR WHEELCHAIR

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### SELF PROPELLING

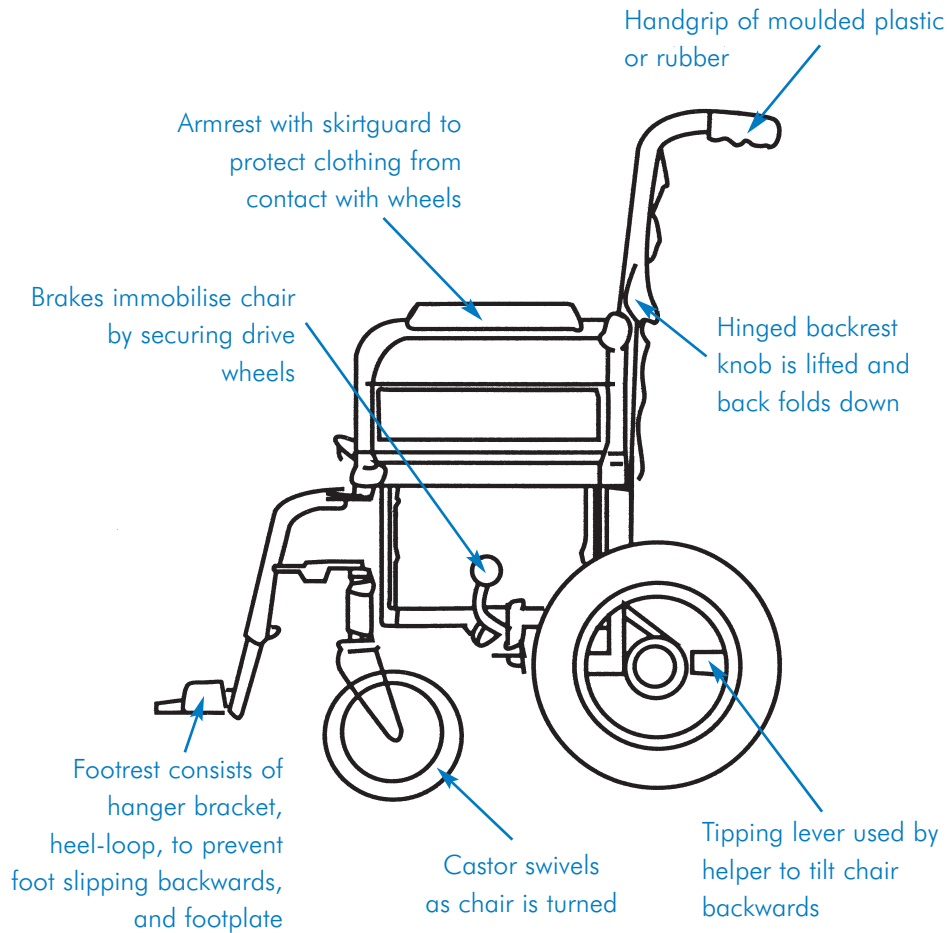


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## THE PARTS OF YOUR WHEELCHAIR

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### ATTENDANT PUSH



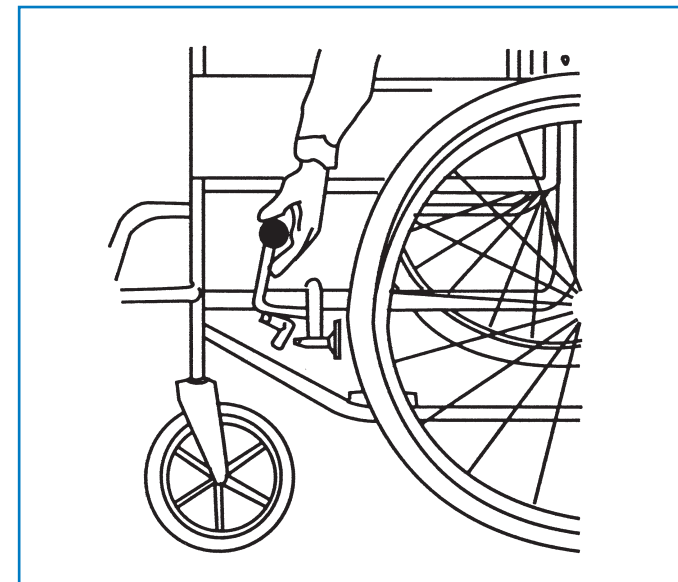
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## BRAKES

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### ALWAYS APPLY BRAKES BEFORE:

- Opening the chair
- Folding the chair
- Getting into the chair
- Getting out of the chair
- Transferring to and from the chair
- Lifting the chair
- Brakes should also be applied when the chair is left on a slope



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## TO OPEN THE CHAIR

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- Stand in front of the chair
- Ease armrests slightly apart
- Place hands on front frame
- Keep fingers towards middle of seat
- Push down until chair is completely open



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## TO CLOSE THE CHAIR

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- Pull heel loops forward
- Put footrests in upright position
- Stand to the side of the chair
- Grasp the middle of the seat canvas at the front and back
- Lift upwards until the chair is fully closed
- When transferring the wheelchair into a car boot it is advisable to remove armrests and footrests to make the chair lighter.



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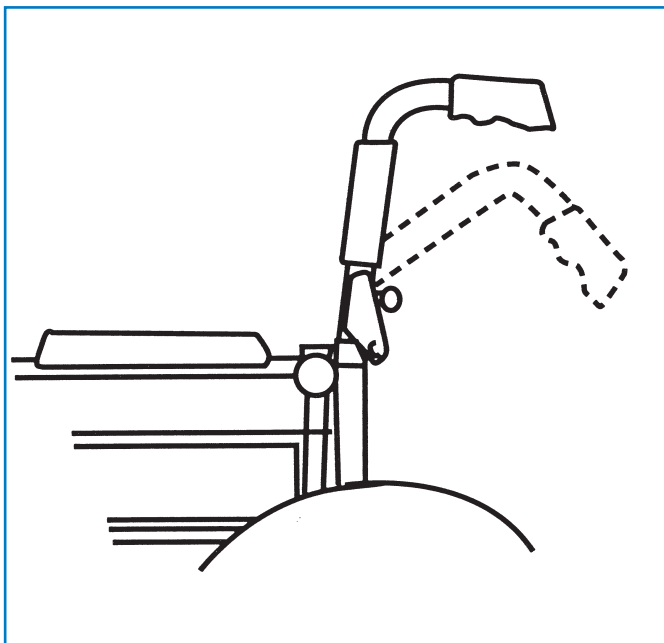
## BACKREST

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### TO FOLD THE BACKREST:

- Stand behind the chair
- Lift up the small lever on each handle
- Push the handles down

**NB:** When straightening the backrest please make sure the levers are pushed back down fully.



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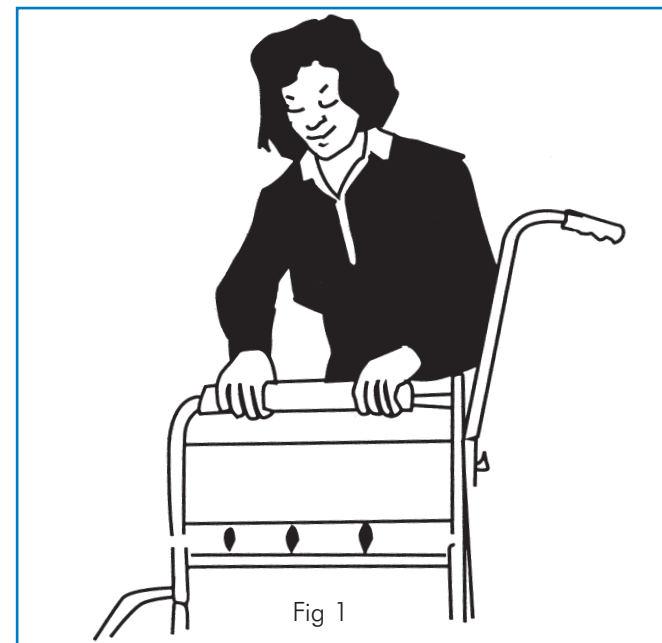
## REMOVAL OF ARMRESTS

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### TO REMOVE DETACHABLE ARMRESTS:

- Pull back lever - Fig 1
- Lift armrests upwards

**NB:** When replacing armrests, please make sure that both tube ends are located in their sockets and lever at Fig 1 is back in place.



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## FOOTRESTS

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### TO REMOVE THE FOOTRESTS:

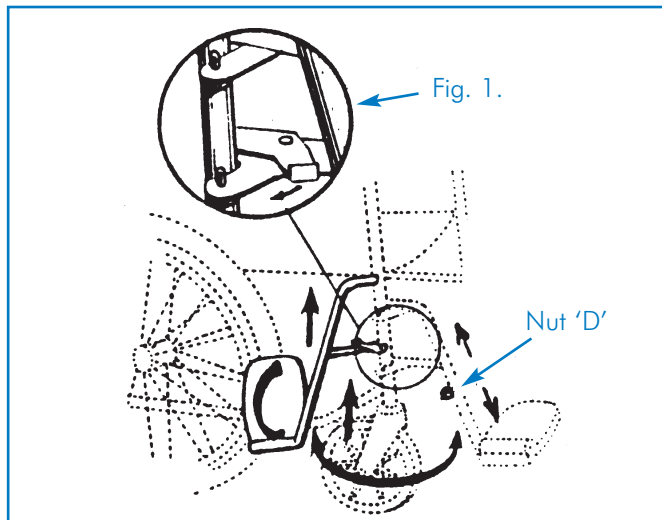
- Push catch to the side Fig 1.
- Swing footrests outward.
- Lift up footrests.

### TO REPLACE THE FOOTRESTS:

- Locate holes on footrests to the pins on chair.
- Swing footrests inwards.
- Make sure catch in Fig. 1 locks into place.

### TO ADJUST FOOTREST HEIGHT:

- Sit in wheelchair with feet at comfortable height.
- Loosen nut "D" with a spanner.
- Set footrests at correct height and retighten nut.
- Only do this if you feel competent to - otherwise contact your repair contractor.



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## ENTERING OR LEAVING THE CHAIR

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### GETTING INTO THE CHAIR:

- Apply the brakes
- Lift the footplates and swing aside
- Lower yourself onto the seat using the armrests for support.
- Rest feet on the footplates

### BEFORE LEAVING THE CHAIR:

- Apply the brakes.
- Lift footrests and swing to the side.
- Place arms on armrests.
- Slowly push yourself up to a standing position.





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## SIDWAYS TRANSFER

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- Put on the brakes
- Lift footplates and swing aside
- Remove armrest
- Place smooth board from wheelchair to car/bath/bed
- Put feet on the ground
- Slide across, bending slightly forwards



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## GOING DOWN A KERB BACKWARDS

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### **THE ATTENDANT SHOULD:**

- On approach to the kerb, turn the wheelchair round to negotiate the kerb backwards
- Gently lower chair down the kerb so that rear wheel rolls down the kerb
- Slowly lower front castors onto the road and continue as normal



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## GOING UP A KERB

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### THE ATTENDANT SHOULD:

- Take a firm grip of the handles
- Place foot on tipping bar
- Press down, ensuring castors are clear of kerb
- Lower the front wheels onto the kerb
- Push the chair gently forward until chair is fully on the pavement

**NB:** Do not attempt to lift the chair onto the kerb.



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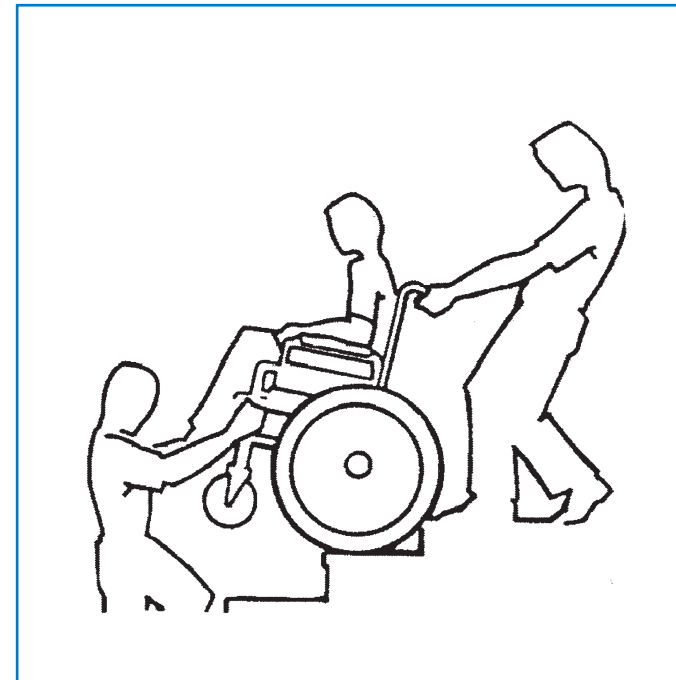
## GOING UP OR DOWN STAIRS/STEPS

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### CAUTION:

This is a difficult manoeuvre and should only be undertaken when no other alternative is available. It is recommended that carers and attendants do not lift the wheelchair and occupant.

- Two person manoeuvre
- Holding fixed parts of wheelchair
- Manoeuvre the wheelchair slowly and steadily



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## LOOKING AFTER YOUR WHEELCHAIR

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Always wipe the chair dry - never put it away damp.

Use warm water and mild soap or a car upholstery cleaner to clean the seat and backrest fabric.

**Never** use furniture polish or any spirit on the chair.

### **MAKE SURE THAT:-**

- (1) The brakes are working properly
- (2) If pneumatic tyres are fitted ensure the tyres are at the right pressure for comfort - not too hard and not too soft. If the tyres are too soft the brakes will not work properly
- (3) The handrims (if fitted) are tightened if they become loose. Occasionally oil the brake and folding mechanism pivot points.

**IF YOU HAVE ANY PROBLEMS WITH YOUR WHEELCHAIR CONTACT YOUR REPAIR CONTRACTOR**

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## STABILITY

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To ensure that the wheelchair remains stable and is manipulated correctly, you must always maintain good equilibrium.

Many actions cause the user of a wheelchair to reach out, lean over or move about within the wheelchair and outside it. Avoid these actions where possible. Always apply the brakes.

These actions will change the gravity and weight distribution of the wheelchair.

Your wheelchair has been designed to remain stable for normal everyday use, if it is used correctly, taking the precautions recommended in this document.

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## BELTS AND HARNESSSES

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**BELTS/HARNESSSES SUPPLIED BY THE S.M.R.C. ARE NOT INTENDED TO BE USED FOR PATIENT RESTRAINT PURPOSES; THEY ARE SUPPLIED PURELY FOR SAFETY AND POSTURAL MANAGEMENT REASONS.**

**BELTS AND HARNESSSES SUPPLIED BY THE S.M.R.C. ARE NOT INTENDED TO BE USED AS SEATBELTS/RESTRAINTS IN MOTOR VEHICLES**

Adjustment of belts and harnesses.

Ensure the belt or harness is adjusted to provide minimum slack and a snug comfortable fit for the user. The belt or harness can be adjusted via the sliding buckles or cam buckles.

Ensure the belt or harness is in good sound condition before use.

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## TRANSPORTATION OF WHEELCHAIRS

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Wheelchair users should transfer to vehicle seats whenever possible.

Wheelchair users should not travel with the wheelchair at an angle or facing sideways.

Wheelchairs should have their parking brakes applied and power units switched off during vehicle movement. Powered wheelchairs should not be left in the freewheel mode.

Wheelchair users should not travel in vehicles unless the wheelchair is tied down and the appropriate vehicle seatbelt is used. Wheelchair tie-down and occupant restraint systems may be required.

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## POWERED CHAIRS

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**DO NOT USE THE POWERED WHEELCHAIR OR CHARGER UNTIL A HANDOVER HAS BEEN CONDUCTED BY A REHABILITATION ENGINEER ON BEHALF OF S.M.R.C.**

If you have been issued with a powered **indoor** wheelchair then it has been primarily designed for use in an indoor environment. Please refer to the S.M.R.C. for conditions of use.

### Charging of powered chairs

Only use the charger provided by the S.M.R.C. with the wheelchair. Stand the charger on a firm flat base to allow air to circulate when in use.

The chair will normally require charging every night.

The chair can be charged with the controller off or on. Connect the three-pin plug of the controller. Switch off at the mains before disconnecting charger.

Connect the charging plug onto the charging socket on the chair - this is normally located on the controller. Switch off at the mains before disconnecting the charger.

Do not tamper with any parts of the batteries, controller or battery charger.

Do not leave the battery charger connected to the controller after charging is complete.

Do not smoke or use naked flames near the batteries or battery charger.

Do not expose the charger to water or damp conditions.

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## STABILITY

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These actions will change the gravity and weight distribution of the wheelchair.

Your wheelchair has been designed to remain stable for normal everyday use, if it is used correctly, taking the precautions recommended in this document. Additional care should be taken when negotiating slopes and inclines and when travelling on uneven surfaces.

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## USEFUL ADDRESSES

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Many of you may be computer users - here are some web sites which may be of interest:

**[www.empowernet.org/](http://www.empowernet.org/)**

'The charities consortium of users of disability equipment'.

**[www.ability.org.uk](http://www.ability.org.uk)**

The Ability Project aim is to show that quality of life is related to how free a person is to make their own choices.

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## USEFUL CONTACTS

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### **Wheelchair User group**

A Wheelchair User group meeting is held quarterly at the S.M.R.C. New members are always welcome. For further information contact:

Hazel Derbyshire

S.M.R.C.

Tel. Preston (01772) 716921

9.00am - 5.00pm

or

Email: [Hazel.Derbyshire@lthtr.nhs.uk](mailto:Hazel.Derbyshire@lthtr.nhs.uk)