

## Joint Site Visit with TPG to assess for overhead hoist installation

You must start an order to proceed.

Order this to arrange a site visit with TPG to assess for overhead hoist installation or movement of existing track where this will be funded through minor adaptations.

If the track will be funded as part of a DFG do not order this on CEquip, phone TPG and arrange a joint visit (as we pay for TPG001 but we do not pay TPG for quotes for DFGs).

For guidance on when to use Ceiling Track hoist see



### Guidelines for provision of Overhead Hoists

There are now 3 standard stock line hoist motors and 2 lengths of track which will be available:

- Prism Motor Safe Working Load (SWL) 130Kg – will be held in stock by TPG. There is the option of either a 6 point paediatric spreader bar (40cm) or a 4 point standard spreader bar (60cm) and the assessor will need to select this on a joint visit.
- Prism Motor SWL 250Kg – will be ordered as needed by TPG
- Prism Motor SWL 300Kg – will be ordered as needed by TPG
- Prism 3meter track
- Prism 5meter track
- We also have a stock of refurbished Guldmann motors, these will be used first by TPG if available. The process below is the same whichever motor is being used, your quote will tell you which is being provided.

To order any of the items above follow the process below. This shows the whole process but those steps assessors must do are marked in bold.

### Process for Ordering Installation of a new Overhead Hoist

1. Assessor orders TPG001 on CEquip. Assessor must record the CEquip order number for this within the client's clinical record.
2. Order received by GIS and "Suspended" (this is just a part of the process and does not mean the order is being delayed)
3. Assessor phones TPG and makes arrangements to complete a joint visit quoting the CEquip Order Number
4. Assessor and TPG complete joint visit and agree appropriate ceiling track hoist set up which will meet client needs. Assessor must take a photo of the plan drawn up by TPG and save this to the client record
5. TPG will email Assessor with quote including what they will be installing (which motor, which track etc). Assessor to record this in clients clinical records
6. Assessor seeks authorisation from manager if cost above their authorisation limit
7. Once quote is approved Assessor orders TPG002 (Ceiling Track Hoist Installation Following Joint Site Visit) and must state TPG quote number in the fitting instructions
8. Assessor phones TPG and gives the go ahead to install the hoist quoting CEquip order number and quote number
9. Order received by GIS and "Suspended"
10. TPG liaise with client to arrange a suitable installation date
11. TPG complete installation and email assessor to inform that work is completed
12. Assessor completes/updates moving and handling risk assessment
13. WECR/GIS update TPG002 order with parts and motor so that these show on the client record
14. Order is "completed" by GIS Repairs to ceiling track hoist motors and tracks will be via Medequip. Do not order anything on CEquip, ask the client to phone Medequip (details in the Service User Leaflet).



SAFETY DATA SHEET

Select client to add 'Unsuitable' notes.

## Ceiling Track Hoist Installation following Joint Site Visit

You must start an order to proceed.

Order this for installation of new ceiling track or movement of existing that you have received a quote for. Do not order this if you have not already ordered TPG001 and completed a joint visit with TPG

For guidance on when to use Ceiling Track Hoist see



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- Prism Motor SWL 250Kg – will be ordered as needed by TPG
- Prism Motor SWL 300Kg – will be ordered as needed by TPG
- Prism 3meter track
- Prism 5meter track
- We also have a stock of refurbished Guilmann motors, these will be used first by TPG if available. The process below is the same whichever motor is being used, your quote will tell you which is being provided.

To order any of the items above follow the process below. This shows the whole process but those steps assessors must do are marked in bold.

#### Process for Ordering Installation of a new Ceiling Track Hoist

1. Assessor orders TPG001 on CEquip. Assessor must record the CEquip order number for this within the client's clinical record.
2. Order received by GIS and "Suspended" (this is just a part of the process and does not mean the order is being delayed)
3. Assessor phones TPG and makes arrangements to complete a joint visit quoting the CEquip Order Number
4. Assessor and TPG complete joint visit and agree appropriate ceiling track hoist set up which will meet client needs. Assessor must take a photo of the plan drawn up by TPG and save this to the client record.
5. TPG will email Assessor with quote including what they will be installing (which motor, which track etc). Assessor to record this in clients clinical records.
6. Assessor seeks authorisation from manager if cost above their authorisation limit.
7. Once quote is approved Assessor orders TPG002 (Ceiling Track Hoist Installation Following Joint Site Visit) and must state TPG quote number in the fitting instructions.
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13. WECR/GIS update TPG002 order with parts and motor so that these show on the client record.
14. Order is "completed" by GIS Repairs to ceiling track hoist motors and tracks will be via Medequip. Do not order anything on CEquip, ask the client to phone Medequip (details in the Service User Leaflet).

## Ceiling Track Hoist Motor and Track Removal

You must start an order to proceed.

Order this for removal of existing ceiling track hoist.

If the client has passed away GIS will order this removal when they are arranging collection of all the other equipment.

### Fitting Instructions

Ceiling track hoists surveys, installation and removal is carried out by TPG as a subcontractor of WECR. You do not need to add WCR001, WCR002 or WCR003 to this order.

You also do not need to order collection of the motor on CEquip. Once the motor has been removed from the property it will be traced back in by TPG/GIS

