



Alberta

Seating Education

Program

Alberta Seating Education Program

- Designed and managed by the Alberta Seating Advisory Council
- Council includes seating therapists, technicians, and AADL
- An approved training program that all members on an established Seating Service/Clinic must complete in order to authorize seating components for AADL funding

The Seating Education Program

Objectives of the Program:

1. Therapists and technicians, who provide seating services, will gain a basic level of knowledge about seating, on which to build.
2. Every client will receive the same thorough assessment.
3. Therapists who want to be involved with Telehealth seating assessments, and therapists who are interested in seating, will have a basic level of knowledge about seating.

The Seating Education Program

- Attending this program does not permit anyone to start a seating clinic
- AADL decides which facilities in Alberta will have AADL authorized clinics



Alberta Seating Advisory Council

Roles & Responsibilities:

- Identifies provincial issues related to seating benefits
- Provides a communication and advisory link between seating teams, regional health authorities, and Alberta Health
- Includes representatives from:
 - All the seating clinics in Alberta
 - Seating suppliers

Alberta Seating Advisory Council

Roles & Responsibilities:

- Council meets once a year
- Education Committee offers two education programs per year
- Forms and Standards Committee developed, and continues to modify, the forms used by all seating clinics in Alberta



Seating Services Standards

For the AADL Program

STANDARDS

- Were established by the Alberta Seating Advisory Council for all Seating Services/Clinics to follow
- Are appropriate to apply when working with clients who have funding from sources other than AADL
- Will ensure that the team is client focused and carries out a detailed assessment and follow-up for each client



Inter-Disciplinary Team

Includes:

- The client and caregiver(s)
- Occupational Therapist
- Physical Therapist
- Commercial Seating Technician of an AADL registered medical supply company
and/or
- Adaptive Seating Technician (if involved in custom seating products)
- Other disciplines as required (e.g. physician)



Qualifications of the Seating Team

All team members, except the client and caregiver:

- Must complete the Alberta Seating Education Program
- Are expected to continue upgrading their expertise by attending other seating education courses





Seating Therapist Qualifications

One of two therapists at clinic must:

- Be an AADL authorizer
- Have attended this workshop
- Have a minimum of two years experience in the assessment and application of seating systems
- Be knowledgeable and experienced with wheelchairs

Seating Therapist Qualifications

continued...

- The senior seating therapist must have a minimum of 24 clients per year of experience in the assessment and application of seating.
- Therapists must abide by vendor trial and loan policies.



Telehealth Therapist Qualifications

- Has attended this seating course
- Has a working relationship with the clinic they are connecting with
 - For example, has attended a number of assessment and fittings with the seating team



Telehealth Process

- Refer to Process at the end of this section
- AADL Seating Telehealth Notification Form must be completed by Seating Coordinator and sent to AADL



AADL Seating Telehealth Notification Form

Check applicable AADL Seating Clinic supporting Telehealth: <input type="checkbox"/> Alberta Children's Hospital <input type="checkbox"/> Brain Injury Rehabilitation Program, Alberta Hospital Ponoka <input type="checkbox"/> Capital Care - Dickinsfield <input type="checkbox"/> Fanning Centre - Carewest <input type="checkbox"/> Foothills Medical Centre <input type="checkbox"/> Glenrose Rehabilitation Hospital <input type="checkbox"/> High River Hospital <input type="checkbox"/> Lethbridge Regional Hospital - Southern Alberta Seating Team <input type="checkbox"/> Medicine Hat Regional Hospital <input type="checkbox"/> Michener Seating Services <input type="checkbox"/> Queen Elizabeth II Hospital Grande Prairie <input type="checkbox"/> Red Deer Regional Hospital	
Name of Telehealth Remote Assessor Therapist:	Phone No.
Remote Telehealth Site address:	
Check RHA requesting the Telehealth session: <input type="checkbox"/> 1 - Chinook Regional Health Authority <input type="checkbox"/> 2 - Palliser Health Region <input type="checkbox"/> 3 - Calgary Health Region <input type="checkbox"/> 4 - David Thompson Regional Health Authority <input type="checkbox"/> 5 - East Central Health <input type="checkbox"/> 6 - Capital Health <input type="checkbox"/> 7 - Aspen Regional Health Authority <input type="checkbox"/> 8 - Peace County Health <input type="checkbox"/> 9 - Northern Lights Health Region	
Date of Proposed Seating Assessment by Telehealth:	
Client Name	PHN

Date: _____

Fax to: Cathy Johnson (780) 422-096

Medical Supply Company Qualifications

- Is an AADL approved vendor with a current AADL wheelchair and seating contract
- Is an authorized manufacturer's dealer for all seating products approved by AADL
- Stocks inventory (both type and quantity) that meets the needs of the seating services
- Provides the name(s) of the dedicated staff who will act as the seating tech(s) on the seating team



Commercial Seating Technician Qualifications

The senior commercial seating technician must have:

- A minimum of 24 clients per year of experience in the assessment and application of seating systems.
- A minimum of two years experience in the assessment of wheelchairs



Commercial Seating Technician Qualifications continued...

All seating technicians must:

- Complete the approved manufacturer's training program for all seating products on the AADL schedule
- Schedule G must be completed by the Seating Technician annually and submitted to AADL (form on next slide)
- Have a good working knowledge of wheelchairs and wheelchair configuration and adjustment, as well as a basic working knowledge of seating

SCHEDULE F
ALBERTA AIDS TO DAILY LIVING
COMMERCIAL SEATING TECHNICIAN'S QUALIFICATIONS
Initial Submission

COMMERCIAL SEATING TECHNICIAN:			
VENDOR:			
DATE ATTENDED ALBERTA SEATING EDUCATION PROGRAM:			
SEATING SERVICE(S) AFFILIATED WITH			
1.	3.		
2.	4.		
SEATING EXPERIENCE			
CLINIC / VENDOR		DATES	
CONFERENCES / INSERVICES			
SEATING	DATE	WHEELCHAIRS	DATE
INSERVICES OF SEATING COMPONENTS AND WHEELCHAIR CUSHIONS			
MANUFACTURER	DATE	MANUFACTURER	DATE
ADAPTIVE ENGINEERING LAB		OTTO BOCK	
CAMP		PERSONAL AIDE WOODCRAFTS	
DAHER		ROHO	
DYNAMIC / STAR		SOS REHABILITATION	
FUTURE MOBILITY		SUNRISE MEDICAL	
HPU / ACTION		SUPRACOR / STIMULITE	
INNOVATORS		VARILITE	
INVACARE		VISION	
MOTION CONCEPTS		WESTERN HOME MEDICAL	
NIGHTHAWK		PRIDE:	

DATE: _____

SCHEDULE G

ALBERTA AIDS TO DAILY LIVING

COMMERCIAL SEATING TECHNICIAN'S QUALIFICATIONS

Update: April 1, 200 to March 31, 200

COMMERCIAL SEATING TECHNICIAN:			
VENDOR:			
SEATING SERVICE(S) AFFILIATED WITH			
1.		3.	
2.		4.	
CONFERENCES / INSERVICES			
SEATING	DATE	WHEELCHAIRS	DATE
INSERVICES OF SEATING COMPONENTS AND WHEELCHAIR CUSHIONS			
MANUFACTURER	DATE	MANUFACTURER	DATE
ADAPTIVE ENGINEERING LAB		OTTO BOCK	
CAMP		PERSONAL AIDE WOODCRAFTS	
DAHER		ROHO	
DYNAMIC / STAR		SOS REHABILITATION	
FUTURE MOBILITY		SUNRISE MEDICAL	
HPU / ACTION		SUPRACOR / STIMULITE	
INNOVATORS		VARILITE	
INVACARE		VISION	
MOTION CONCEPTS		WESTERN HOME MEDICAL	
NIGHTHAWK		PRIDE:	

DATE: _____

Adaptive Seating Technician Qualifications

- Has a minimum of 2 years experience in assessment and fabrication of custom made seating systems
- Knowledgeable about working with various metals, wood, and foams
- Knowledgeable about commercial seating components and systems
- Has basic knowledge of wheelchairs
- Has taken courses in basic anatomy and biomechanics



Roles and Responsibilities of Seating Team Members

Role of AADL:

- Set seating service standards, in conjunction with Alberta Seating Council
- Update the approved product's list
- Monitor the provision of seating benefits
- Be available for consultation
- Provide payment for seating benefits



Roles and Responsibilities of Seating Team Members

Role of Interdisciplinary Seating Team:

- Follow up on referrals for seating assessment
- Coordinate the seating clinic/services
- Assess the client
- Ensure commercial seating system is trialed for a maximum of 2 weeks
- Recycle seating equipment when appropriate
- Provide written instructions to clients on care of seating system
- Provide at least one follow-up evaluation within 3 months

Roles and Responsibilities of Seating Team Members

Role of the OT/PT:

- Therapist completes the AADL authorization for components provided to the client
- Two therapists must be present for the assessment of a client
- One therapist, with the seating technician, must be present for the fitting of a client



Roles and Responsibilities of Seating Team Members

Role of Commercial Seating Technician:

- Be present for fitting of commercial seating components and for follow-up as required
- Provide equipment for loan and assessment for maximum of 2 weeks
- Provide manufacturer's information on seating components and warranty coverage to the client
- Assist with recycling of seating components

Roles and Responsibilities of Seating Team Members

Role of Commercial Seating Technician:

(continued)

- Only provide items identified on AADL approved list
(Or client can pay privately for non-AADL approved components)
- Only provide therapist recommended, minimal customization of commercial components
- Bill AADL after the team has authorized the components and the system has been received by the client

Roles and Responsibilities of Seating Team Members

Role of Adaptive Seating Technician:

- Be present for fitting of commercial/custom components and for follow-up as required
- Responsible for the fabrication of seating components
- Responsible for the workmanship of any adaptation of commercial components
- Assist with recycling of seating components

Roles and Responsibilities of Seating Team Members

Role of Adaptive Seating Technician:

(continued)

- Only provide items identified on AADL approved list
(Or clients can pay privately for non-AADL approved components)
- Bill AADL after the team has authorized the components and the system has been received by the client
- Provide documentation to AADL confirming a 2 year warranty
- Use materials that comply with AADL fire retardancy standards.

Roles and Responsibilities of Seating Team Members

Client Responsibilities:

- Participate honestly in the assessment of their needs
- Take proper care of equipment
- Abide by vendor trial/loaning policies
- Information sheet regarding “vendor policies on use of seating assessment equipment” should be given to client when equipment trial commences (see next slide)



VENDOR POLICIES FOR USE OF ASSESSMENT SEATING EQUIPMENT UNDER THE ALBERTA AIDS TO DAILY LIVING PROGRAM

These policies have been developed to assist the Authorizer, the Client and the Supplier of the assessment equipment in assessing Client's needs, and as well, to protect the Supplier's equipment during the assessment period.

GENERAL POLICIES:

1. The maximum time equipment is provided for assessment is:
 - Wheelchairs – Manual or Power: 1 week
 - Cushions and other Wheelchair Accessories: 1 week
2. Equipment that is subject to soiling or contamination during assessment must be protected to eliminate this possibility.
3. Assessment equipment may not be the exact equipment that will be ordered for the Client:
 - **It must be returned to the supplying vendor within the time set out above in the same condition it was sent**
 - Rental equipment is available from most Vendors for the period until the equipment is delivered for the AADL Program
4. Damages to or soiling of assessment equipment in the possession of the Client or Therapist is their responsibility. The AADL Vendor has the right to recover these damages or cleaning charges.

TREAT THE ASSESSMENT LIKE YOU WOULD WHEN YOU TEST DRIVE A NEW VEHICLE (**A SHORT TEST DRIVE, NOT A ONE MONTH TRIAL**) AND THE ASSESSMENT PROCESS WILL WORK.

Roles and Responsibilities of Seating Team Members

Client Responsibilities:

(continued)

- Provide documentation to authorizers and vendors to determine cost share status
- Pay cost share portion to the vendor
- Pay 100% of costs if they choose non-AADL approved components

Roles and Responsibilities of Seating Team Members

Client Responsibilities:

(continued)

- Accept only equipment that they believe they will use
- Return equipment to a seating service when no longer required or if they are no longer an Alberta resident
- Sign the client declaration form on the back of AADL authorization form

SUMMARY

- All of the Alberta Seating Services/Clinics have a voice on the Alberta Seating Council
- Standards were set by the Alberta Seating Advisory Council for all Seating Services/Clinics to follow
- It is beneficial to follow these standards when working with all clients, not just those receiving AADL funding

