

## Short Term Stairlift Process

1. OT worker assesses that short term lift is required due to the client's prognosis.
2. OT worker explains that the lift will be reconditioned and may not be to the specification requested. (If McMillan Palliative Care team OT- straight to point 4).
3. OT worker discusses with Senior OT confirm that STS is appropriate recommendation.
4. Authorisation for recommendation sought and obtained from Practice Lead OT or Principal OT.
5. OT worker sends email to Principal Surveyor for relevant part of the team CHA or Private Housing requesting Short Term Lift with Stairlift Specification attached.
6. Principal Surveyor sends email (Email Template in Private Hsg / Short Term Stairlifts.) And completed Stairlift Survey Sheet (also in Folder) Script as follows:

(Good Morning / Afternoon,

Could you please arrange for an assessor to visit the property on the attached Survey Sheet?

The lift should be from the reconditioned stock you hold and may be plugged in to a suitable switched socket outlet.

Please send the quotation to [private.housing@hullcc.gov.uk](mailto:private.housing@hullcc.gov.uk) with High Importance!)

7. Assessor carries out survey and if a suitable lift is available it is ordered using code: 39710, cost is £442 (currently as at 23/8/21). Plus any ancillary works if required. The lift is fitted with a fused **plug** and plugged into a convenient switched socket outlet (not direct supply) for speed and ease of removal.
8. OT worker is informed of installation by Principal Surveyor or Business Support
9. OT worker ensures that family / representative are aware that the stairlift is to be removed by Prism when no longer required. Principal Surveyor /Business Support will order removal.
10. When lift is no longer required, Order should be placed for removal based on code 39700. Cost is £156.15 (currently as at 23/8/21).
11. Lift goes back into stock for future re-use as Short Term Lift or Re-conditioned Lift for HullCC property.

### PAYMENTS

STSs on **Private Properties** will be paid from account H9A20

STSs on **Council Houses** will be paid from account H9004