

WHEELCHAIRS: STAFF TRAINING

Description of Issue and Importance

People depend on their wheelchairs. All staff assisting a person who uses a wheelchair need to know how to use the equipment correctly and to recognize when something is not working right.

Recommended Action and Prevention Strategy

Competency based training in each of the tasks associated with the use of a wheelchair needs to be completed for each staff member prior to being responsible for assisting the person who uses a wheelchair. Areas of training for staff need to include:

- Pushing up/down ramps, over uneven terrain, around obstacles.
- Cleaning and providing basic adjustments and maintenance.
- Correctly “tying down” in van or bus for travelling.
- How to assist, recognize and ensure correct positioning in wheelchair.
- How to assist with safe and appropriate transfers into and out of the equipment.
- Knowledge of the basics outlined in the Individual’s wheelchair user’s manual.

Related Resources

Wheelchairs series Reminders: “Safety & Maintenance”, “Cleaning”, “Seating & Mobility Evaluation”
“Recognizing Change in Status” and “Responding to Change in Status” Reminders

Outreach Resource Materials: “Competency Based Training Instructions”, Outreach Training
Calendar and Event Schedule www.in.gov/fssa/ddrs/4066.htm

Outreach Services

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For related reminders and resources, please visit DDRSOutreach.IN.gov.



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