



## A GUIDE FOR PANEL MEMBERS

### Leicestershire & Rutland Panel

**What We Are,**

**What We Do &**

**How We Do It**

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## What We Do

We try to enable people to lead more independent lives by making technical aids to their problems if there is no existing or easily available solution.

## Our Origins

In 1964 REMAP grew from a group of Engineers, and others, working for the agricultural division of ICI who banded together to make aids for disabled people, mainly ICI and their families. Since no formal archives have been kept, what we know about REMAP in those days is established tradition and hearsay.

When and where the title "Rehabilitation Engineering Movement Advisory Panels" was conceived is not clear, but it is certain that we were not always known by this name. As the organisation grew under the leadership of the Personnel Director of ICI, the need to become a national body resulted in us joining RADAR ([www.radar.org.uk](http://www.radar.org.uk)), when it was first formed, and development continued under this umbrella for 13 years until 1990. By then it was clear that we needed to become an independent national body if we were to progress.

## What We Are?

We became a registered charity, Remap, as soon as we became independent. The benefits of being such a charity are...

- We are instantly recognised (in most cases sympathetically) by national and local government departments, and other charities, members of the public and industry, as a legitimate body.
- Our income is exempt from tax.

This brings its own disciplines. To satisfy the Charity Commissioners we had to have a National Constitution for the first time, and to benefit from the registration, each panel must have its own approved constitution and be recognised by REMAP. A copy of your a National Constitution and a model Panel Constitution can be had from Remap HQ.

## Becoming a Panel Member

The following table shows the sequence of events to become a panel member.

Action by Applicant	Actions by Panel
Applies via secretary or chairman	Invited to next meeting with email or verbal background info supplied: <ul style="list-style-type: none"> <li>Remap L&amp;R Guide for Panel Members</li> </ul>
Potential new member attends an ordinary Panel meeting	Meet & greet by secretary & chair before meeting starts <ul style="list-style-type: none"> <li>Sits with experienced member to assist with the understanding of the meeting</li> <li>Post meeting debrief from secretary or chair</li> </ul>
If still interested:	Secretary : <ul style="list-style-type: none"> <li>Given application form to be returned within the next month</li> <li>Provides any other information or training material</li> <li>Link to HQ ops manual</li> </ul>
	Secretary : <ul style="list-style-type: none"> <li>Checks a minimum of two references</li> <li>Chairman:</li> </ul> Chairman: Home visit by Chairman at his discretion
	Secretary : <ul style="list-style-type: none"> <li>If References are OK &amp; no objections Applicant is now a 'Probationary' member</li> <li>Issues appropriate Probationary ID – valid for 12 months</li> </ul>
	At subsequent Panel meetings positive effort to be made to allocate the Probationary member a new job with an appropriately experienced Panel engineer
<i>At the Chairman's discretion the applicant can become a full member at this point, normally only if the member is not going to be a client facing engineer.</i>	
Involved with two jobs to conclusion with an allocated experienced engineer. One job must have included the initial assessment visit.	Allocated engineer assesses performance & attitude as appropriate to secretary & chair
Probationary member is allocated the lead on a suitable job under supervision of an experienced engineer	Allocated engineer assesses performance & attitude as appropriate to secretary & chair
<i>The induction period should normally last for a minimum of 3 months AND three jobs as above. This may be foreshortened under exceptional circumstances at the chairmans discretion.</i>	
	With panel approval Probationary member becomes a full panel member
	Secretary issues appropriate ID

## Meetings

REMAP has always been an informal organisation more concerned with getting on with the job than being bogged down with red tape, consequently panels differ widely in their approach and working practices. The steering committee formed to launch the new independent REMAP declared that it would maintain the autonomy and independence of panels. Each panel is responsible for its own fund raising and internal structure. The Treasurer should present accounts at regular intervals. From 2010 an Operations Manual is available for detailed guidance of Panels.

The Leicestershire panel meets on the second Monday of the month, largely to discuss new referrals and air problems or design points that may arise. Simple referrals may be done by one person, but frequently we use our combined resources to make items for clients.

## Insurance

Nationally Remap panels are insured against third party claims for negligence or product liability, this is frequently misinterpreted as covering more than it means, the cover is limited to third party claims only.

To benefit from this cover, the case and the panel members, (Including any temporary members drafted in for a one off occasion) must be recorded and named in the Minutes of the meeting, copies of these minutes should be sent to the National Organiser. A panel that consistently fails to forward minutes is in danger of not being recognised as a REMAP panel.

## Finance

**It is a cardinal principle of REMAP that no patient is ever asked to pay for REMAP services.**

Occasionally a client who wants something special and who is quite able and quite prepared to pay for it is encountered, under these circumstances the suggestion that a suitable donation towards expenses is the solution, but care must be taken that REMAP is not being used solely as a cheap source of supply.

## Commercial Availability

A panel should not copy a commercial item. Apart from the problem of contravening patents, we should not be seen to threaten any company's livelihood. It is legitimate to modify or adapt a commercial item to make it more suitable.

Before modifying any equipment we must have the permission of the owners of the equipment. This is frequently not the client, as a lot of equipment is supplied by Social Services or some other source; this applies particularly to wheelchairs.

Occasionally when an item is an all singing and dancing version, far too sophisticated and expensive for the client's needs, consideration can be given to making a simple version that

is not a copy. However, care must be taken to ensure that REMAP is not being taken advantage of just because we are cheap.

This is frequently a thorny subject where one should draw the line. If the commercial item will fit the clients needs exactly then REMAP should not be involved.

There are many grey areas on this subject, and as many differences of opinion.

- A Panel is free to accept such work if...
- our charitable status will not be jeopardised
- the job is within the capabilities of the panel
- the collective conscience of the panel is satisfied
- The patient would not receive a device that would substantially improve their quality of life, without the help of REMAP.

## Expenses

If sufficient funds are available the panels should endeavour to pay panel members their out of pocket expenses for materials and travelling, and a claim form is available for this Care must be taken to ensure that expenses are actual expenditure, where practical receipts should be tendered; any hypothetical overheads could jeopardise our charitable status.

## Photography

Photographic records of jobs are common and extremely useful. To be included in such pictures, the client must give permission, written if the photograph is to be used for publicity; there is a section for this on our referral form.

## Referrals

Most referrals are received from Occupational Therapists, but can be passed on to a panel by any interested party. It is wise to insist that referrals by telephone are confirmed in writing, as occasions have arisen when a panel was asked to carry out a modification and had not pushed its services onto a client. A case referral sheet should be used because many of our clients are very vulnerable people. The normal drill is to make the first visit by appointment and the engineer should be accompanied by the Client's OT. This is useful for introductions and is a measure of protection for the engineer against misunderstandings, however due to the shortage of OTs and the caseloads involved this is not always possible.

A further safeguard is an identity badge which must be available for clients to see.

No panel is obliged to accept any referral that it feels is beyond its capabilities or inappropriate for REMAP's attention.

## Safety

Safety must be a prime concern for all devices supplied or supplied by REMAP.

Where there is a significant safety factor involved in a design, this must be discussed by the committee as a whole and the conclusion should be the considered opinion of the majority of the panel engineers. In most cases it will be necessary to apply an operating instruction or caution for use. For example, unless it recognised this is for use by a group of people, items should be issued for Single patient use only. It is self evident that a device for a device for a six stone child would not be safe for a 20 stone man. A risk assessment should be completed as a matter of course before a device is put into service with a client and this forms part of the job completion form.

## Our Private Website

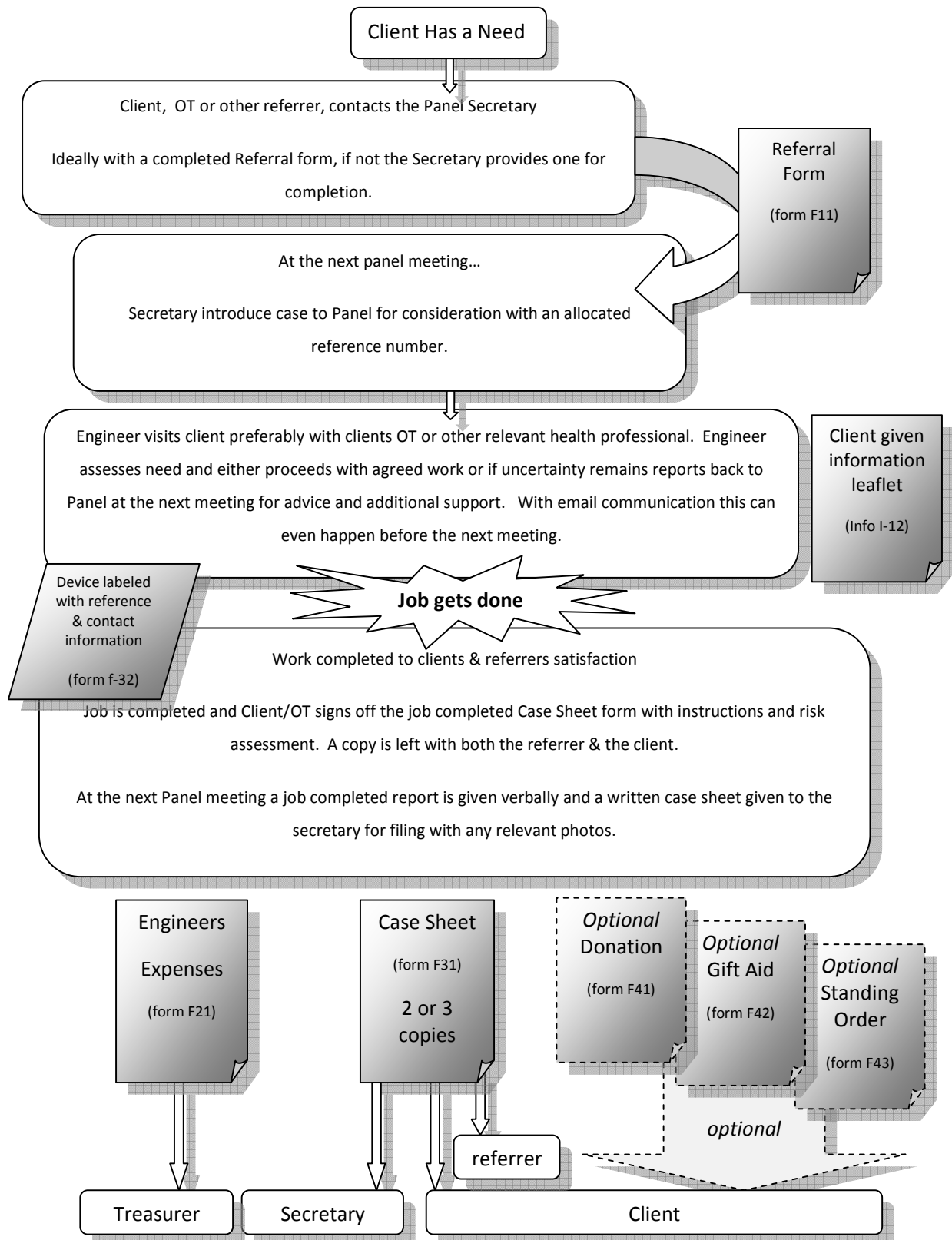
There is a private website for use of panel members; it is not a secure site so there is nothing confidential held on it. To access the site

- Go to our home page [www.remapleics.org.uk](http://www.remapleics.org.uk)
- Then click on the two 'pp' within the word opportunities

It contain useful information for our members such as...

- A list of new jobs just arrived before the next meeting including the status of these job.
- Access to all our forms & information materials
- Web links to suppliers of hardware, support services and related materials
- Useful free software tools.

## Work Flow of a Typical Job



## More Information

### Websites

- Leicestershire & Rutland: [www.remapleics.org.uk](http://www.remapleics.org.uk)
- Leics & Rutland private page: [www.remapleics.org.uk/members.htm](http://www.remapleics.org.uk/members.htm)
- Main UK website: [www.remap.org.uk](http://www.remap.org.uk)