**Canberra Hospital and Health Services**

**OperationalProcedure**

**ACT Artificial Limb Scheme (ACTALS)**

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| Purpose |

To ensure appropriate and transparent provision of prosthetic devices and services to clients under the ACT Artificial Limb Scheme (ACTALS).

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| Alerts |

Due to the introduction of the National Disability Insurance Scheme (NDIS) many clients previously funded under ACTALS may no longer be eligible. Client eligibility for ACTALS funding needs to be reviewed on a case by case basis.

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| Scope |

This procedure applies to:

* staff of Rehabilitation Aged and Community Care (RACC) including the clinicians of the Prosthetic and Orthotic Service, Consultants of Rehabilitation Medicine, Director of Client Support Services, Technical and Administration Staff supporting these services who supply all prosthetic services as funded under ACTALS
* members of the ACT Artificial Limb Scheme Advisory Committee
* clients applying and/or receiving devices under ACT Artificial Limb Scheme funding.

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| Section 1 – Governance |

RACC Staff are responsible for ensuring this procedure is followed in providing ACTALS funded services and equipment. These staff include:

* clinicians ofthe Prosthetic and Orthotic Service
* consultants in Rehabilitation Medicine
* administration staff supporting this service.

RACC Staff are to ensure that clients of the funded service are aware of their rights and responsibilities as outlined in this procedure.

Members of the ACTALS Advisory Committee are to ensure the content of this procedure is considered when making recommendations related to provision of devices or services.

ACTALS will be administered by the Director of Client Support Services. Governance decisions will be made with advice/recommendations sought from the ACTALS Advisory Committee (See Attachment 1 – ACTALS Advisory Committee Terms of Reference).

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| Section 2 – Operations |

ACTALS funding is utilised as per Section 3 of this document. Service provision for clients will occur as per the Prosthetic Orthotic Client Management Operational Procedure (see Clinical Policy Register on Sharepoint)

ACTALS has a defined annual budget. The budget will be allocated on an “as-needs” basis. This may mean that the full annual budget may be expended prior to the end of the financial year. In such instances, requests may be approved but may be delayed for purchase until the commencement of the next financial year.

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| Section 3 – Objectives and Eligibility |

ACTALS funded services are provided by the Prosthetic and Orthotic Service as a part of the Clinical Technology Services, RACC, ACT Health Directorate.

Prescription and acquittal of ACTALS funded devices is completed by the Rehabilitation Medicine Service as a part of the RACC, ACT Health Directorate.

## Objectives of ACTALS

The objectives of ACTALS are to ensure that:

* eligible clients have fair and equitable access to appropriate and high quality prosthetic devices, and
* prosthetic services are responsive to the needs of clients and that devices and services are provided in a manner that is cost-efficient for both the client and the ACT Health Directorate.

ACTALS will, within budget, fund prosthetic componentry in accordance with the ACTALS Approved Component List. This list is available from the Clinical Technology Service. In addition, when clinically required it will provide additional cost effective componentry or services by following an appropriate consideration process.

## ACTALS Eligibility criteria:

To be eligible for ACTALS funding a person must meet the following criteria:

1. Have a limb deficiency for which a prosthesis is prescribed by a Prescribing Consultant in Rehabilitation Medicine employed within the ACT Health Directorate. Prescriptions must reflect the client’s actual medical needs, AND
2. Be a permanent Australian resident and be listed on a Medicare Card, AND
3. For regular and ongoing services, be a permanent resident of the ACT or surrounding NSW region, AND
4. Not be eligible for funding of prosthetics from alternative funds or bodies. These persons include:
5. Clients eligible to be participants of the NDIS. *Note: Clients who lose a limb and are expected to be eligible for funding under the NDIS are covered for the funding of their initial interim prosthesis under ACTALS. Interim prosthetics are not funded by the NDIS.*
6. Clients eligible for prosthetic funding under ACT or NSW Lifetime Care and Support Funding.
7. Veterans in terms of Part V of the Veterans Entitlement Act 1986;
8. a person who has a claim or entitlement to damages or compensation in relation to the incident which led to requirement of the service, OR
9. Be a Foreign National from countries with whom the Commonwealth of Australia has reciprocal health care agreements in the case where they are:
10. unable to be treated through facilities in their own country; and
11. the request is supported by Commonwealth or State authority; and
12. the applicant is not eligible to claim compensation or damages in relation to the limb deficit and is otherwise unable to pay for the full cost of a prosthesis; and
13. the applicant is a client in Australia and meets residency requirements as per criteria three and four.
14. Clients of equivalent Artificial Limb Schemes within Australia who are visiting Canberra from another state/territory outside the surrounding region of NSW , who require minor prosthetic goods or services to address the need for a one-off unplanned minor repair or maintenance, will be eligible for the provision of ACTALS-approved goods and/or services.

Clients who request ACTALS funded services and do not meet the above eligibility criteria may be referred to the ACTALS Advisory Committee for consideration under the extenuating circumstances provisions (see Provision under Extenuating Circumstances on pages 6-7 below).

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| Section 4 – Funding |

## Client Financial Contribution Requirements:

ACTALS eligible clients who are aged 17 or under, or those who hold a valid Department of Human Services Pensioner Concession Card or Health Care Card are provided approved goods and services free of charge.

For all other ACTALS eligible clients:

* One minor repair or maintenance job per financial year is provided free of charge (initial job only)
* Other repairs, maintenance and all manufacture will be charged in accordance with the relevant ACT Health (Fees) Determination.

To receive services under ACTALS, clients must present their Medicare Card and a relevant and valid Department of Human Services Pensioner Concession Card or Health Care Card at the time of service, or must agree in writing to be billed for their required contribution at the time of service.

ACTALS will provide services to clients prior to settlement of compensation claims, with the written agreement that the client and/or insurer will be liable to repay ACTALS costs if compensation is received for their limb deficiency.

## Prostheses Available under ACTALS funding:

ACTALS funded componentry is reviewed annually by the ACTALS Advisory Committee (Attachment 1 – ACTALS Advisory Committee Terms of Reference). This ensures items made available comply with quality practices and are comparable with those of other Artificial Limb Schemes within Australia. A list of current componentry available under ACTALS is available from the Clinical Technology Service.

## General Provision

*Interim prostheses:*

Interim prostheses are an integral part of an amputee’s rehabilitation and are prescribed by a prescribing Consultant in Rehabilitation Medicine and provided and maintained by ACTALS at no cost to the client.

*Primary Prosthesis:*

A primary prosthesis as prescribed by a prescribing Consultant in Rehabilitation Medicine will be provided and maintained under ACTALS funding. The prosthesis and componentry utilised should be the most appropriate for a client’s clinical and functional needs while ensuring cost effectiveness for the client and ACTALS.

*Orthoses and Medical Grade Footwear:*

Orthoses and medical grade footwear will be funded by ACTALS when assessed by a prescribing Consultant in Rehabilitation Medicine as necessary for a client to gain effective use of their prosthesis and where the devices are not available in a timely manner under any alternate funding schemes.

*Partial hand prostheses:*

Partial hand prostheses may be provided under ACTALS for functional reasons if identified as appropriate by a prescribing Consultant in Rehabilitation Medicine. Cosmetic replacements for loss of fingers are not covered.

*Partial foot prostheses:*

Partial foot prostheses will be funded under ACTALS if identified as appropriate by a prescribing Consultant in Rehabilitation Medicine for a partial foot amputation that is proximal to the metatarsal phalangeal joint, or for Proximal Focal Femoral Deficiency (PFFD).

*Prosthetic consumable items:*

For clients covered by ACTALS for prosthetic provision, the following numbers of prosthetic consumable items are provided under ACTALS funding, as required, per limb deficit per financial year:

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| **Item** | **No. per financial year per residuum** |
| Socks (all fabric types) | 10 |
| Socks (gel) | 4 |
| Sheaths | 6 |
| Cosmetic Stockings | 4 |
| AK Suspension Belts | 2 |
| Knee Suspension Sleeves | 3 |
| Stump Shrinkers | 2 |

## Exclusions:

The following items are not routinely provided under ACTALS funding:

* componentry not currently listed as available within ACTALS funding
* spare Prostheses
* recreational Prostheses – that is prostheses for vocational activities not related to paid employment, or study or training for paid employment
* cosmetic Prostheses.

## Provision under Extenuating Circumstances:

The above excluded items may be funded under extenuating circumstances at the discretion of the Director of Client Support Services RACC, upon the recommendation of the ACTALS Advisory Committee.

Clients who do not meet the ACTALS eligibility criteria may receive ACTALS funded services at the discretion of the Director of Client Support Services RACC, upon the recommendation of the ACTALS Advisory Committee.

Extenuating circumstances applications are evaluated on clinical grounds. They must be appropriately justified by the referring clinician, and satisfy the Advisory Committee in regard to justification and need. These requests will only be considered if there is available budget and there are no standard criteria for approval of these requests. Each request will be considered independently of any other request and no precedent will be deemed to exist. The decision of the Director of Client Support Services RACC will be final.

*Componentry not currently listed as available within ACTALS funding:*

* A written extenuating circumstances application for provision of componentry not currently listed as available within ACTALS funding can be made by the referring clinician to the ACTALS Advisory Committee when a prescribing Consultant in Rehabilitation Medicine and/or an accredited Prosthetist believes it to be the best evidence-based solution to achieve the client’s clinical and functional needs.

For lifestyle reasons, a client may prefer, and be prescribed, componentry that is not necessary to achieve clinical needs and/or not currently listed as available within ACTALS funding. In this instance the client will need to meet the full cost of the non-standard component(s) and associated fitting cost, as well as ongoing maintenance, repair and replacement costs. ACTALS will continue to fund, repair and maintain any ACTALS approved components used within the prosthesis.

*Spare Prostheses:*

A written extenuating circumstances application for a spare prosthesis can be made by a referring clinician to the ACTALS Advisory Committee when the client:

1. Resides remotely from the Prosthetics and Orthotics Service (> 3hours) and this is likely to result in a significant delay in the repair of the primary prosthesis; and a delay in repairing the primary prosthesis would result in an economic loss, safety concerns or the client being stranded as they live alone in an isolated area.
2. Works in an occupation which could possibly place undue wear and tear on the prosthesis and the client would suffer economic loss as they would be unable to work while the prosthesis was being repaired.
3. Can show their primary prosthesis does not meet the need of their workplace requirements.

*Recreational Prostheses (additional to the primary prosthesis):*

A written application for extenuating circumstances funding for a recreational prosthesis, which is additional and separate to the primary prosthesis, can be made by referring clinician to the ACTALS Advisory Committee. This written application must include a letter of endorsement from a prescribing Consultant in Rehabilitation Medicine which clearly defines the medical need for the recreational prosthesis, and verifies that their primary prosthesis does not meet the need of their recreational requirements.

*Cosmetic Prostheses*

A written application for extenuating circumstances funding for a cosmetic prosthesis can be made by a referring clinician to the ACTALS Advisory Committee. This written application must include a letter of endorsement from a prescribing Consultant in Rehabilitation Medicine which clearly defines the medical need for the cosmetic prosthesis.

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| Section 5 – Responsibilities |

## Responsibilities of Service Providers for ACTALS funded equipment:

Under ACTALS, services will only be provided by prescribing Consultants in Rehabilitation Medicine and Prosthetists and Technical Prosthetic Manufacturers of the Clinical Technology Service of ACT Health.

The Rehabilitation Medicine Consultants will provide the following services related to ACTALS funded equipment:

* medical assessment of client’s need for and suitability to use a prosthesis
* prescription of goods and services, and
* acquittal of goods and services to ensure compliance with prescription.

The Clinical Technology Service will provide the following services related to ACTALS funded equipment:

* assessment, component selection, manufacture and fitting of prostheses as prescribed by an accredited prescribing Consultant in Rehabilitation Medicine, and
* review, maintenance and financially viable repairs of prostheses as required by the prescribing Consultant in Rehabilitation Medicine or the Prosthetic and Orthotic Service.

## Responsibilities of clients in the management of their ACTALS funded equipment:

1. To ensure their prosthesis supplied under ACTALS funding is properly used and maintained. Clients are required to follow Prosthetic and Orthotic Service clinicians’ direction for the appropriate care and maintenance of ACTALS funded equipment.
2. To refrain from making any adjustments or repairs or to arrange for unapproved external parties to make repairs, on any ACTALS funded prostheses.
3. To return their prosthesis to the Prosthetic and Orthotic Service if no longer used, or when replacement prosthesis is provided, as prostheses provided under ACTALS funding remain the property of the Health Directorate.
4. If unplanned services are required while travelling interstate, to ensure the prosthetic orthotic service approached for assistance contacts the ACTALS for agreement for services to proceed.

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| Section 6 – Warranty and Replacement |

## Warranty and replacement of ACTALS funded equipment:

All prostheses provided under ACTALS funding are covered under warranty for twelve (12) months against any manufacturing defects. Changes in clinical presentation are not covered under manufacturing warranty.

Failure of a client to meet their responsibility requirements as listed above can result in voiding of warranties or may incur charges for service and repairs where it is identified that damage has been caused by misuse. In addition, the Prosthetic and Orthotic Service has the right to withdraw ACTALS funding for prosthetic provision in cases of ongoing misuse of equipment

*Replacement of ACTALS funded prostheses:*

Prostheses are expected to last a minimum of 3 years. While adjustment to the fitting of a prosthesis or repairing it to maintain its use is acceptable, such adjustments or repairs do not constitute justification for its replacement.

Prostheses may be replaced prior to 3 years in situations where:

* A client’s medical condition has changed resulting in a prescribing Consultant in Rehabilitation Medicine identifying the prosthesis no longer meets a client’s needs
* A Prosthetist assesses that the prosthesis requires replacement due to reasonable wear and tear from appropriate use
* A child requires a new prosthesis due to growth
* An interim prosthesis requires replacement.

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| Implementation |

* This procedure will be circulated to Rehabilitation Medicine and Prosthetics and Orthotics Services of RACC for reference.
* This procedure will also be circulated to the ACTALS Advisory Committee for reference.
* Orientation for relevant new staff and new ACTALS Advisory Committee Members will refer them to this Operational Procedure.

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| Related Policies, Procedures, Guidelines and Legislation |

**Legislation**

* *Veteran’s Entitlement Act* 1986
* *National Disability Insurance Scheme Act* 2013
* *ACT Public Health Act* 1993 Current Fees and Charges Determination - Section 192
* *Human Rights Act* 2004
* *Health Records (Privacy and Access) Act* 1997
* *Government Procurement Act* 2001

**Policies**

* Consent and Treatment

**Procedures**

* Healthcare Associated Infections
* Prosthetic Orthotic Service Client Management

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| Definition of Terms |

* Australian Capital Territory Artificial Limb Scheme (ACTALS): Commonwealth funding provided to ACT Health for the provision of prosthetic services to eligible clients.
* Minor repair: is defined as any repair where the combined cost of labour, components and incidental materials does not exceed the equivalent of 2 hours labour costs – as per the relevant ACT Health (Fees) Determination.
* Prescribing Consultant: Specialist in Rehabilitation Medicine, must be employed within ACT Health.
* Compensable client: a person with a condition which is compensable through insurance, such as workers compensation or motor vehicle accident insurance (including a person whose insurer is providing compensation on a “without prejudice” basis without accepting liability).

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| Search Terms |

ACT Artificial Limb Scheme, ACTALS, Prosthesis, Prostheses, Prosthetic, Amputee, Artificial Limb, Funding

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| Attachments |

Attachment 1: ACTALS Advisory Committee Terms of Reference

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*Policy Team ONLY to complete the following:*

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| *Date Amended* | *Section Amended* | *Divisional Approval* | *Final Approval* |
| *04/11/2017* | *Complete Review* | *Linda Kohlhagen, ED RACC* | *CHHS Policy Committee* |
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*This document supersedes the following:*

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| --- | --- |
| *Document Number* | *Document Name* |
| *CHHS12/236* | *ACT Artificial Limb Scheme Policy* |
| *CHHS12/237* | *ACT Artificial Limb Scheme Procedure* |

## Attachment 1: ACTALS Advisory Committee Terms of Reference



