



Basic Level
WSTP
Training of
Trainers
Card Deck



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**World Health
Organization**

**LEADERSHIP, MANAGEMENT
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Content has been developed based on the WHO Wheelchair Guidelines and the Wheelchair Service Training Package—Basic Level.



1

What are 9 things you need to consider when identifying wheelchair users for the practical session WSTP-Basic?



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1

9 things to consider when identifying users in training

REFER TO CHAPTER 2.5 IN WSTP TRAINER'S MANUAL

1. A willingness to assist in practical sessions.
2. No need for modifications or additional postural support.
3. Fit and healthy enough to attend.
4. No pressure sores.
5. Live close enough to attend and in a place unlikely to be cut off in poor weather conditions.
6. Have time available (arrange for transport to make sure they arrive when needed).
7. Available for follow-up after the training.
8. Diversity in gender, age, physical needs.
9. One wheelchair user for every two or three participants.

2

What form is used/
adapted to record the
features and sizes
of available local
wheelchairs?



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2

What to look for when choosing a wheelchair

REFER TO CHAPTER 3B.5 IN WSTP TRAINER'S MANUAL

- **The Wheelchair Summary Form**, which can be found in the “forms and checklists” folder and in the participant workbook, pages 14-17

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3

Why follow-up
model wheelchair
users after the course?
(3 answers)



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3

3 reasons to have a follow-up visit to wheelchair users

1. **Problems**

In case things went wrong during the training session, requiring further attention.

2. **Not complete**

Assessment and fitting process was not completed.

3. **Always follow-up**

Those who receive a wheelchair during the training require a follow-up visit within 6-8 weeks.

4

What are 8 things
to consider for
an appropriate
training place?



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4

8 things to consider for choosing a training place

REFER TO CHAPTER 2.7 IN WSTP TRAINER'S MANUAL

1. Can accommodate up to 16 participants.
2. A main training room with space(s) close by for practical and clinical sessions.
3. Good acoustics.
4. General wheelchair accessibility.
5. Outdoor area for wheelchair mobility skills practice.
6. Separate and accessible space for meals and tea breaks.
7. Screens for privacy during practical sessions.
8. Secure spaces to lock up equipment and supplies.

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What are the 14 items (documents, forms and supplies) that each participant needs to have during the training?



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5

14 items needed for each participant during training

REFER TO CHAPTER 2.8 IN WSTP TRAINER'S MANUAL

1. WSTP Reference manual
2. WSTP Participant workbook
3. United Nations Convention on the Rights of Persons with Disabilities
<http://www.un.org/disabilities/convention/conventionfull.shtml>
4. Workshop agenda
5. Photo consent form
6. Participant certificate upon successful completion
7. Training program evaluation form
8. Wheelchair service referral form
9. Wheelchair order form (only if locally available)
10. Training evaluation form
11. Tape measure
12. Notebook
13. Name tag
14. Certificate (at the end, pending full participation)

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What are the 3
checklists that every
participant needs to
have for the practical
sessions?



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6

3 checklists each participant needs

1. Wheelchair fitting checklist
2. Wheelchair user training checklist
3. Wheelchair safe and ready checklist

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7

Which 4 posters
should you give to
each participant?



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4 posters each participant needs

1. Wheelchair service steps
2. Wheelchair mobility skills
3. Pressure sores
4. How to care for a wheelchair at home

8

What are the 6 items
(forms and supplies)
that you need to
have handy for each
wheelchair user during
the practical sessions?



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8

6 items needed for each wheelchair user

REFER TO CHAPTER 2.8 IN WSTP TRAINER'S MANUAL

1. Photo consent form
2. Wheelchair assessment form
3. Wheelchair prescription (selection) form
4. Wheelchair summary form
5. Wheelchair follow-up form
6. Name tags

9

What are the 6 items
(forms, documents
and supplies) that you
need for each trainer?



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1. Trainer's manual
2. WHO Guidelines on the provision of wheelchairs in less resourced settings
<http://www.who.int/disabilities/publications/technology/wheelchairguidelines/en/index.html>
3. Wheelchair user list for practical sessions
4. Training program evaluation form for trainers
5. Trainer's observation checklists for practical sessions (1 for each session per trainer)
6. Name tags

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What are the 3 forms
you need to have
ready for each
session/day?



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- 1. Training program session evaluation form for trainers**
- 2. An attendance form for each day. Find out beforehand what information is required.**
- 3. A participant register for follow-up and keeping track of who has been trained where. It should include name, organization, address, and profession (at a minimum).**

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What 6 items
(equipment and
supplies) do you
need to have ready
for the classroom
training?



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1. Three or four fresh markers (whiteboard or flipchart) or pieces of chalk
2. Large whiteboard, blackboard or a flipchart stand with paper
3. Data projector, extension cord, adaptors for local sockets
4. Computer
5. Portable speakers
6. Digital camera

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What 8 items of equipment (6 required and 2 optional) do you need to have ready for the practical sessions for each wheelchair user (and 2 or 3 participants)?



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1. One assessment bed
2. Foot blocks (wooden blocks to provide support for wheelchair user's feet when sitting on the assessment bed). A few different heights are needed
3. A transfer board
4. A locally available wheelchair and cushion (one per two participants)—having extra is always good
5. A home maintenance toolkit
6. A piece of foam (100x110x50 mm)
7. Optional: a set of ankle/calf straps
8. Optional: One half anatomical skeleton with spine, pelvis and femurs

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What 5 items do you
need to have ready
for making the
cushions?



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- 1. Sample contoured foam pressure relief cushion and cover (NB: if not available, prepare before the training starts)**
- 2. Sample cushion lift**
See 2.8 for contents of kit
- 3. One cushion fabrication toolkit for each 2 participants**
See Section A.7 and B.8 for details
- 4. Cushion materials**
- 5. Sample pieces of fabric for covers**

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What types of cushion cover fabrics should you use and which ones should you avoid?



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■ Use:

- ◆ thin nylon/umbrella fabric
- ◆ stretchy fabric/Lycra
- ◆ "T-shirt" fabric/knit cotton
- ◆ neoprene (wetsuit)
- ◆ taffeta

■ Avoid:

- ◆ vinyl/imitation leather
- ◆ heavy canvas or nylon
- ◆ terry cloth/towel
- ◆ linen/sheets
- ◆ plastic bag/polyethylene

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What are 2
pre-requirements
to consider in
the selection of
participants for the
WSTP-Basic package?



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1. They can read and write in the language in which the training program is delivered.
2. They have a basic knowledge of the common physical impairments that may affect people who use wheelchairs, including cerebral palsy, lower limb amputation, poliomyelitis, spinal cord injury and stroke.

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Name 3 criteria
to use when selecting
participants.



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1. Language

Participants are fluent in the language that the course will be delivered in. If a participant needs another participant to translate for him or her, both will miss much content.

2. Literacy

Participants must be able to read and write at a minimum level in order to record details about their clients.

3. Opportunity to practice

Organizational support for participants to practice their new skills after the training (ideally more than 5 clients per month)

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Name 3 details
it is helpful to learn
about selected
participants.



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1. Client base

What are the most common reasons for people needing a wheelchair in the area served by the participants?

2. Available wheelchairs

What type(s) of wheelchairs are locally available and who provides them?

3. Experience

What is their level of education and practical experience?

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How do you calculate
the needs for food
and drink during the
workshop?



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- Each day, provide tea and refreshments for morning and afternoon break times and lunch for the number of participants and trainers (on day five, add the number of wheelchair users and their caretaker(s))
- On day 3:
Add the number of wheelchair users for morning tea and lunch and caretaker(s)
- On day 4:
Add the number of wheelchair users and caretaker(s) for lunch and afternoon tea
- Don't forget to include any officials who may show up at the opening, closing or during the training.

NB: Have an assistant check that food and drinks are on their way before each break, as late arrival of food and drink can upset your schedule or the flow of the session.

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What are 3 things
you need to do to
make sure that
participants are
properly notified and
registered?



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Making sure the participants are notified and registered

- 1. Send invitations at least a few weeks before the training with information about the objectives and content of the training, place, date, time and duration, dress code, and a deadline for RSVP.**
- 2. Provide relevant logistical information for travelers (travel and lodging, costs covered and not covered).**
- 3. Clarify the requirements for receiving a certificate (full attendance).**

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As you prepare for the training, what are 6 things you need to know about the participants' wheelchair service network?



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1. Are there wheelchairs available? If yes, what types and who supplies them and at which cost?
2. Are there wheelchair services in the area? If yes, what level of service do they offer?
3. Are there wheelchair technicians available in the area?
4. Are there referral networks in the area?
5. Are there resource people in the area, including wheelchair users who can assist in delivering the training?
6. Are there other rehabilitation services to which users can be referred?

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During the period before the training, it is important to learn as much as you can about the situation in which the participants have to apply their new skills and knowledge.

What are 5 things you need to do before the training starts?



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- 1. Clarify the participants' role in wheelchair service delivery so that you can adapt the training to their particular roles and responsibilities (assuming the participants are selected correctly).**
- 2. In light of your findings, review and adjust the lesson plans for each session.**
- 3. Identify the wheelchairs that will be used. Do not include wheelchairs with 'intermediate' level features such as postural support devices, as this will not be covered in the Basic training.**
- 4. Complete a wheelchair summary form and gather product information from the supplier.**
- 5. Invite wheelchair users for the practice session.**