**ISWP Intermediate Skills Assessment Submission Guidelines**

**Directions for submitting case studies:**

1. Complete the declaration online at: <https://pitt.co1.qualtrics.com/SE/?SID=SV_b9Mt4pD7BTSXcgd>
2. At the end of the declaration, you will receive your unique candidate ID number. Please use this candidate ID number, and not your name on documents submitted for the case studies.[[1]](#footnote-1)
3. Complete two (2) cases studies of users **with different** postural support needs. It is recommended that you submit the second case study only after you have received feedback on the first case study. Please find the case study forms that you need to complete here: <http://wheelchairnet.org/ISWP/Documents/CaseStudyForms.zip>
4. Please find the case study examples for your reference here: http://wheelchairnet.org/ISWP/Documents/CaseStudyExamples.zip
5. Use the Case Study Checklist to make sure you have completed all necessary documentation and photographs. (attached in the email)
6. Email the completed case studies to [casestudies.iswp@gmail.com](mailto:casestudies.iswp@gmail.com)
7. Receipt of your case studies will be confirmed by email.
8. Case studies will be scored according to the attached scoresheet.
9. For each case study, you will be notified of your pass/not pass status
   1. If you do not pass, you will be given detailed feedback. You will be able to re-submit a new case for each case study failed after 90 days.
   2. If you pass, you will receive a certificate and be asked if you would like to be listed on the ISWP map as an intermediate wheelchair service provider.

**Directions for completing the case studies**

1. Select two intermediate level wheelchair users **with different** diagnoses / postural support needs, from your service. These wheelchair users must need additional postural support to sit upright, but should be able to sit upright or close to upright with support. Case studies of users who do not require additional postural support will not be scored. See more detail on wheelchair user criteria below.
2. Explain the information on the consent form to each user and get their permission to participate in the process.
3. Case studies will only be reviewed if the consent form is signed by the wheelchair user, or guardian in the case of a child or a person unable to communicate/make their own decisions.
4. Fully complete the following case study forms for each user: Be sure to include detailed reasons for your decisions.

1\_intermediate\_test\_assessment

2\_intermediate\_test\_prescription / selection

3\_intermediate\_test\_fittingchecklist

4\_intermediate\_test\_user training

5\_intermediate\_test\_reflection

1. Refer to the tips below for taking photographs.
2. Resize all photographs before pasting into the documents or uploading individual photographs. Photograph file size should be less than 100 KB.
3. Photographs can be submitted as follows:
4. Pasted into the documents.
5. As separate attachments in a picture format such as JPG, PNG, BMP, etc.
6. Block out the user’s face on all photographs. Refer to the tips below to block out the user’s face.
7. Email the completed case studies and photographs at [casestudies.iswp@gmail.com](mailto:casestudies.iswp@gmail.com)

**Criteria for intermediate wheelchair users**

1. For your case study submissions, the wheelchair user must:
2. need additional postural support to sit upright, but should be able to sit upright or close to upright with support.
3. use or need a wheelchair for mobility, but does not currently have a wheelchair or needs a new or more appropriately-fitting wheelchair or needs a complete review;
4. be informed about the information being collected and how it will be used;
5. be willing to have their photographs taken and sign a consent form.
6. Users can be either children or adults.
7. Users may have any diagnosis. If the diagnosis is not known, state “Diagnosis unknown”.

**Tips for taking photographs for the case study**

1. Position the camera at the level of the user to ensure all postures are visible. This may require you to bend or squat.
2. To show the posture support devices and modifications clearly, position the camera slightly above the posture support devices/modifications. Check the photographs after taking them to ensure all postures and modifications are visible, especially if discussed in the documentation. If multiple photographs are required to view all aspects of the prescription, multiple photographs will be accepted.
3. Ensure there is enough light in the room and that the position of the light does not cause a glare or other interference within the photograph. If there is a slight glare, try turning off the flash, closing blinds, or placing material over the light source.
4. For best light, do not use the zoom function. Instead, move closer to the user.
5. When taking photographs, be as close as possible to the user, wheelchair, cushion or PSD so that the user, wheelchair, cushion or PSD fill the frame of the camera.
6. When taking pictures of the user in the wheelchair, do not include the wheelchair push handles, the beam of the three-wheeler, etc. Have the user fill most of the screen. Alternatively, crop the photograph before submitting.
7. When taking pictures of the user’s unsupported posture in sitting, their posture in hand simulation and for fitting check, use the camera in portrait mode.
8. When taking pictures of the user during hand simulation, do not include bodies and faces of assessors and assistants. Crop the photograph and/or block out their faces (see below) before submitting.
9. The hand simulation photographs must clearly show the hand position of final support.
10. If possible, use a solid colored background. You can hang a sheet behind the wheelchair user to minimize distractions and glare.
11. *Optional*: You can include a sign to remind you of where the photograph should be included in the documentation. For example, if taking a photograph of the hand simulation (front view), write *hand simulation (front view)* on a piece of paper and place it in the foreground of the photograph.

**Tips for blocking out the user’s face**

Only cover the user’s face. The neck and the outline of the head must still be visible.

For Windows Users: Please refer to the link here: <http://www.ehow.co.uk/how_7885423_blur-picture-paint.html>

For Mac Users: Please refer to this link here: <http://connect.ala.org/files/Using%20iPhoto%20on%20a%20Mac%20to%20Blur%20Faces%20for%20the%20ALSC%20Blog.pdf>

1. *This process ensures anonymity of candidates and reduce chances of possible bias* [↑](#footnote-ref-1)