

HEALTHCARE

EMPLOYER GUIDE



SAFE PATIENT HANDLING POLICY CHECKLIST

To have an effective Safe Patient Handling Program, it is important that your policy (and guidelines, protocols and procedures) had input from stakeholders throughout your facility and key provisions for implementing and sustaining your program. The policy checklist (below) are some of the provisions that should be considered when developing a SPH policy.

| YES | NO | SAFE PATIENT HANDLING POLICY CHECKLIST |
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| | | Policy has been developed and written with multi-disciplinary input. |
| | | Policy is a Safe Patient Handling program with SPH training vs. a “Body Mechanics” training program. |
| | | Policy states key job titles (frontline workers, administration, nurse managers, infection control, etc.) and departments that need to be involved in carrying out the SPH program. |
| | | Policy includes tools for assessing patients upon entering the facility, periodic reassessment and timely reassessment when there’s a change in the patient’s capabilities. |
| | | Policy has a requirement for documenting the capability of each patient with a clear statement in the patient’s care plan indicating the mechanical equipment/ device to be used by the caregiver for lifting/transferring/repositioning and/or moving the patient. |
| | | Policy states the roles and responsibilities for the Administration, Frontline Workers, Safe Patient Handling/Ergonomics Committee and others in carrying out the SPH program. |
| | | Policy states staff compliance requirements and a procedure for compliance evaluation. |
| | | Policy is non-retaliatory with respect to a caregiver who raises concerns that complying with some aspect of the SPH program could endanger the caregiver or the patient. |
| | | Policy includes written procedures for the proper use of equipment and assistive devices such as Full Mechanical Lift, Sit/Stand Lift, Gait Belt, Non-Friction Device, and Ceiling Lift. |
| | | Policy has a requirement that all caregivers demonstrate hands-on competency in proper use of equipment and assistive devices. |
| | | Is there a mechanism in place to ensure the policy is reviewed and updated annually? |