

## Safe Patient Handling and Mobility Toolkit – Tool 2h

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### Sample: ABC Hospital Safe Patient Handling and Mobility (SPHM) Committee & Project Charter

#### Purpose Statement

The SPHM Committee is accountable for supporting the development and implementation of a safe patient handling and mobility program at ABC Hospital.

#### Mission

The Safe Patient Handling and Mobility (SPHM) Committee is dedicated to establishing and sustaining the infrastructure necessary to shift the organizational culture from manual patient handling to a minimal lift culture that is founded on SPHM principles. This includes the use of powered mechanical lifts, non-powered assistive devices, and evidence-based practices to facilitate safe lifting and early mobility of patients, with the primary goal of minimizing injuries to both patients and staff.

#### Vision

‘Create a Culture of Safe Patient Handling & Mobilization while Enhancing Health Care Provider & Patient Safety’

#### Guiding Principles:

- Transparency and clear communication
- Evidence based practice
- Establishing and maintaining a Healthy Work Environment
- Patient/Family centered Care
- Assurance of quality
- Interdepartmental collaboration
- Interprofessionalism
- Accessibility
- Culture of inquiry and innovation

#### Goals:

- Reduce the incidence, severity, and costs of work-related injuries to nurses and other staff associated with patient handling and mobilization
- Improve quality of care and patient safety through safe early and progressive patient mobilization
- Enhance professional practice by promoting the health and wellbeing of staff

#### Scope

The program will be launched in the following unit(s) or department(s), which will serve as pilots:

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Following completion of the pilot program(s), the program will systematically be implemented on all units/departments/locations where patient handling activities are conducted within the hospital and outpatient clinics.

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### Functions:

- Identify, consult, and engage key stakeholders during the development, implementation, evaluation, and management phases of the SPHM program to facilitate the culture change that is required for program effectiveness and sustainability
- Develop a draft SPHM program plan that includes short and long term strategic and tactical elements
- Identify immediate and future goals and objectives for the SPHM program
- Assess current SPHM policies and procedures, job tasks and work processes, and physical work environment, to identify and prioritize areas for improvement
- Identify solutions (SPHM technology and best work practices) to prevent patient handling-related injuries
- Assess organizational readiness for the SPHM program and associated changes
- Identify and assist to address barriers and facilitators to program implementation and maintenance
- Establish timelines and deliverables
- Develop SPHM policy
- Assist the SPHM program champion and the program coordinator to:
  - Solicit appropriate allocation of resources (time, staff, and finance)
  - Develop and implement a communication plan
  - Select and implement SPHM technology (with caregivers and other stakeholders)
  - Develop and implement SPHM policy and processes to support the program
  - Develop competency based SPHM education and training program and informational resources for staff
  - Recruit and provide guidance, and support of unit-based SPHM champions or coaches
  - Conduct root cause investigation of patient-handling related injuries and incidents and action to prevent future incidents
  - Conduct ongoing systematic program evaluation including review of injury trends and costs and other metrics
  - Communication of program outcome and process measures to leadership, management, and employees
  - Sustain and modify the program as needed
  - To ensure that SPHM is incorporated in physical building modifications and major construction projects
  - Stay information about best practice in Safe Patient Handling for new processes and technology

**Reports to:** Employee Safety Committee

**Executive Sponsor/Champion:** Chief Nursing Officer

**Chair:** SPHM Program Coordinator (*add Co-chair as needed*)

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### Membership:

- Clinical Education
- Diagnostic Imaging
- Employee Health
- Environmental Services
- Ergonomics Specialist
- Environment of Care
- Facilities Maintenance/Clinical Technology
- Facility Designers
- Hospitalist (pilot units)
- Human Resources
- Information Technology
- Infection Control
- Inpatient Nurse Manager/s (pilot units)
- In-Patient Rehabilitation
- Labor Organization representative
- Nursing Director, Practice and Outcomes
- Perioperative Services
- Procurement/Materials Management
- Quality Management
- Safety & Environmental Health Manager
- Staff Nurses and CNAs (pilot units)
- Transportation
- Wound Care

*Identify if any of the above are Ad-Hoc members*

### Meeting Frequency:

*During program planning* - Every other week on Thursday 12:00-1:30 PM. Then Monthly and as needed

### Communication:

- Items to be presented/forwarded to the Employee Safety Committee will be identified at the end of each meeting
- Minutes recorded by a designee, to be available on SharePoint prior to the next meeting
- Minutes to be forwarded to the Employee Safety Committee; EOC Committee; and Leadership Council (as appropriate)

### Review Period:

**Annually - all program elements annually. Outcome measures - Quarterly**

Submitted by:	
Effective date:	
Reviewed by:	
Approved by:	