Safe Patient Handling and Mobility Toolkit – Tool 4f

To learn more about using this tool, refer to the Section 4 in the Safe Patient Handling and Mobility: A Toolkit for Program Development 2025 at: https://www.nvha.net/safe-patient-handling-and-mobility-toolkit/

Sample Program Plan Summary

Organization Name	
Date:	
Program Name	
Program vision and goal	
Why is the program needed? (Brief)	
Benefits (To the organization; patients; employees; others	
Specific objectives	
Strategy Use the SPHM program components as a framework to present summary of strategies e.g., • Develop an SPHM policy • *Engineering controls* needed e.g., SPHM technology including trial and selection process and processes to ensure use • *Administrative controls* e.g., o Patient-centered SPHM assessment protocols and decision-making algorithms for selecting appropriate SPHM	

- o Well trained and resource-supported unit-based peer leaders or SPHM coaches that reinforce safe use of SPHM technology and work practices - o SPHM policy and procedures for specific patient populations e.g. patients of size - o Ongoing competency-based SPHM education and training. - o Injury reporting and incident response processes - o Post incident management and incident investigation/Return to Work practices - o Proactive design i.e., including SPHM in design and new construction and remodeling of health care facilities • Communications planning • Define target stakeholders and depts./units to be included	
Implementation and Management of the Program	
List Program Champion; Coordinator and SPHM committee members or attached the WPV Committee Charter *(Tool 2h)*	
Meeting schedule	
Measuring and Monitoring Success	

• How will you measure initial and ongoing success of the program (include proposed Key Performance Indicators)? • How will program be monitored during and after implementation e.g., communicated to leadership	
Resources needed: Budget including return on investment; personnel; time; other	
Facilitators and Barriers to Program Implementation • What must happen for the program to succeed? e.g., leadership support; budget for specific solutions (e.g., SPHM technology, training etc.) Change management strategies needed • Project constraints or potential barriers to implementation and program sustainability	
Implementation steps and timeline/milestones Summarize The detailed SPHM program plan can be attached as an appendix as needed	
Executive signature for support for WPV Program Implementation /Date	