

Safe Patient Handling and Mobility Toolkit – Tool 7a

To learn more about using this tool refer to the Section 3 in the Safe Patient Handling and Mobility: A Toolkit for Program Development 2025 at: <https://www.nvha.net/safe-patient-handling-and-mobility-toolkit/>

Safe Patient Handling and Mobility (SPHM) Program Sample Program Implementation Plan

This tool helps define the implementation plan for an SPHM program, based on program components and sub elements identified in the Gap Analysis tool (Tool 3a).

Use the findings from gap analysis and worksite assessment activities (*Refer to Section 3*) to customize the plan so it reflects the program elements and activities to be included in your SPHM program.

When completing the implementation plan, indicate which program elements and implementation activities apply facility-wide or only to specific units/departments e.g., where program processes are to be trialed or piloted.

After completing the plan, consider using project management software or a Gantt chart in MS Excel to map tasks, timelines, progress, and milestones, to provide a clear overview of project schedules and progress for the SPHM program management team, managers and leadership.

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Program Component	Elements Required	Activities to be Completed <i>Identified from Gap Analysis & Worksite Assessment Activities</i>	Lead	Target Completion Date	Date Completed	Status/Comments
SPHM Program Foundation and Management						
Management Leadership	<i>Refer to Gap Analysis</i>					
Employee Participation & Engagement	<i>Refer to Gap Analysis</i>					
Written SPHM Policy & Procedures	<i>Refer to Gap Analysis for content</i>					
	Written procedures for specific patient populations/clinical needs					
SPHM Program Management	SPHM Program Champion					
	SPHM Program Manager/Coordinator					
	SPHM Committee/Team					
	SPHM Program Plan					
SPHM Program Hazard Identification & Assessment, Control and Evaluation						
Ongoing Hazard Identification, Assessment and Program Evaluation	Data Collection & Analysis - Injury & Incident Data and injury Reporting Process					
	Other Measures to Identify High-Risk Patient Handling Tasks and SPHM Solutions					

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Program Component	Elements Required	Activities to be Completed <i>Identified from Gap Analysis & Worksite Assessment Activities</i>	Lead	Target Completion Date	Date Completed	Status/Comments
	Surveys					
	Assessment of Patient Handling Practices & Physical Work Environment (Site Visits)					
	Patient Related Metrics					
	Ongoing Program Evaluation					
Hazard Control and Prevention: Engineering Controls - SPHM Technology/Equipment Selection, Management and Maintenance	SPHM Equipment Selection & Procurement Process					
	SPHM Equipment needed - <i>summary</i> <i>(attach additional information e.g., SPHM equipment list; quantity; costs etc.)</i>					
	Sling Management Process inc. Cleaning/Disinfecting					
	Infection Prevention and Control Policy for Equipment					
	Maintenance and Inspection					

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Program Component	Elements Required	Activities to be Completed <i>Identified from Gap Analysis & Worksite Assessment Activities</i>	Lead	Target Completion Date	Date Completed	Status/Comments
	Ongoing Equipment Management					
Hazard Control and Prevention Administrative Controls	SPHM Patient Mobility Assessment Protocols					
	SPHM Unit-Based Champion/Coach Program					
	Lift Team Program – <i>if applicable</i>					
Education & Training	Summarize Primary Activities <i>(attach SPHM education & training program plan)</i>					
Post Incident or Injury Management	<i>Refer to Gap Analysis</i>					
SPHM Program Proactive Hazard Prevention						
Proactive Design	<i>Refer to Gap Analysis for content</i>					
Proactive – Hazard Identification and Gap Analysis Planning for Sustainability	<i>Refer to Gap Analysis for content</i>					