

## Contact Details

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# Move Smart Passport 2013–14

OHS Management Strategy Framework

# Move Smart Passport 2013

At St Vincent's Hospital Melbourne our duty is to provide appropriate training, equipment, education, resources and experience to carry out manual handling tasks correctly.

'Move Smart' is a patient manual handling training and compliance program that facilitates St Vincent's meeting its Occupational Health and Safety legal obligations in regards to patient manual handling.

## Mandatory competency sessions for all clinical nursing staff

### Training Modules

Two 2 hour sessions to be completed annually (total of 4 hours per calendar year)

### Where

Level 12, Aikenhead Wing, Fitzroy campus

## Move Smart Passport

Staff Member: \_\_\_\_\_

Work Location: \_\_\_\_\_

Manager: \_\_\_\_\_

Move Smart Coordinator: \_\_\_\_\_

## Move Smart – Module 1 (2 hours)

Assist patient in bed – Patient not able to assist	✓	Comment	(45 Minutes)
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Insert slide sheet			
Move patient up the bed using slide sheets			
Position patient side lying			
Remove slide sheets			
Lean patient forward in bed			

Assist patient in bed – Patient able to assist	✓	Comment	(45 Minutes)
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Move patient up the bed			
Direct patient to log roll from supine to sit on the side of the bed			
Transfer legs onto bed			

Bariatric patient transfer – Patient not able to assist	✓	Comment	(30 Minutes)
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Insert repositioning sling			
Overhead ceiling hoist			
Position patient using hoist			

Competency completed:

Date:

## Move Smart – Module 2 (2 hours)

Hoists and slings	✓	Comment	(60 Minutes)
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Insertion of sling – in bed/chair			
Hoist transfer bed to chair			
Standing machine transfer bed to chair			
Steady transfer bed to chair			
Walk with a patient – minimal assist			

Hover matt and Hover jack	✓	Comment	(30 Minutes)
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Hover jack transfer – floor to bed			
Hover matt transfer – hover jack to bed			

Lateral transfers – Patient not able to assist	✓	Comment	(25 Minutes)
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Lateral transfer – bed to bed			
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Emergency transfer	✓	Comment	(5 Minutes)
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Retrieval of an unresponsive patient – in chair			
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Competency completed:

Date: