



<p>Team Name: Personal Care Home Standards Team</p> <p>Team Lead: Regional Director – Seniors, Palliative & Cancer Care</p> <p>Approved by: Executive Director – West</p>	<p>Reference Number: CLI.4110.PL.011</p> <p>Program Area: Across Care Areas</p> <p>Policy Section: General</p>
<p>Issue Date: October 17, 2018</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Mobility Equipment Inspections</p>

POLICY SUBJECT:

Mobility Equipment Inspections

PURPOSE:

To minimize risks to patients and residents associated with the use of pieces of mobility equipment by implementing a regional standardized inspection process.

BOARD POLICY REFERENCE:

Executive Limitation (EL-2) Treatment of Clients
 Executive Limitation (EL-7) Asset Protection and Risk Management

POLICY:

1. Slings, support vests, transfer belts, and slider sheets (pieces of mobility equipment) are inspected prior to each use by a nurse, health care aide (HCA) or Rehab Services staff, ensuring that they are safe for use.
2. Laundry Services maintains a Monthly Mobility Equipment Inspection Check List (CLI.4110.PL.011.FORM.01) for each piece of mobility equipment. Laundry Services documents each inspection completed on the Inspection Check List.
3. Safety inspection guidelines, provided by the manufacturer are to be followed. In the absence of safety inspection guidelines provided by the manufacturer, staff refer to the Pre-Use Mobility Equipment Inspection Guidelines (CLI.4110.PL.011.SD.01).
4. Laundering guidelines are followed by Laundry Services in order to ensure that pieces of mobility equipment are maintained in a safe condition.
5. The original Monthly Mobility Equipment Inspection Check List (CLI.4110.PL.011.FORM.01) accompanies any piece of mobility equipment which is permanently transferred to another facility, resident or patient. A copy of the inspection record is maintained at the facility from which it originated.

6. The Environmental Services Supervisor, Client Services Manager or designate(s) establishes a routine which allows for pieces of mobility equipment to be laundered on a regular basis.
7. Pieces of mobility equipment are removed from service based on the inspection process and as determined by the Environmental Services Supervisor or designate, in consultation with the Client Services Manager or designate(s).

IMPORTANT POINTS TO REMEMBER:

- Pieces of mobility equipment can become sub-standard from sustained heavy use and pose a threat to a patient's or resident's safety if the item is in poor condition.
- There is no maximum amount of time a piece of mobility equipment may remain in use. The decision not to use a piece of mobility equipment depends on the condition of the item.

PROCEDURE:

1. Upon receipt of a piece of mobility equipment Laundry Services records the:
 - Date received on the item with a permanent black marker.
 - Owner's name (i.e. either a resident/patient or facility) on the item with a permanent black marker.
 - Serial number, mobility equipment piece type and date received on the Monthly Mobility Equipment Inspection Check List (CLI.4110.PL.011.FORM.01).
2. Prior to each use by a nurse, HCA or Rehab Services staff, the piece of mobility equipment must be checked:
 - For loose stitching, fraying, or wear in fabric;
 - For cleanliness and stains;
 - To ensure that any hooks, carabiners, and/or attachment handles are secured; and
 - To ensure that models with safety clips, the safety clips are secured.
3. Sliders which appear worn and no longer slide easily are removed from service in consultation with the Environmental Services Supervisor or designate.
4. Any pieces of mobility equipment not passing a pre-use inspection by a nurse, HCA or Rehab Services staff are immediately removed from service and forwarded to the Environmental Services Supervisor or designate(s).
5. Monthly safety inspection:
 - A monthly safety inspection is completed on each piece of mobility equipment by a laundry services team member. This applies to items coming through the laundry. If an item is infrequently used, it must be inspected by Laundry Services minimally every six (6) months as per an established schedule.
 - The inspection is documented on the Monthly Mobility Equipment Inspection Check List.
 - If the piece of mobility equipment does not pass the safety inspection the item is removed from service. If there is ever a question about the safety of a piece of mobility equipment, it is taken out of service.

6. When a piece of mobility equipment item is deemed unsafe:
 - Forward the item to the Environmental Services Supervisor.
 - The Environmental Services Supervisor or designate, in consultation with the Client Services Manager, determines if the piece of mobility equipment is under warranty, requires further review by a company representative, or if it shall be discarded. The Nursing Department or other associated Departments are notified when a piece of mobility equipment is removed from service and when it is discarded.
 - If the piece of mobility equipment is to be discarded, or removed from service, it is marked "unsafe" with a permanent black marker and immediately removed from service.
 - The removal is documented on the Monthly Mobility Equipment Inspection Check List (CLI.4110.PL.011.FORM.01).
 - In a Personal Care Home, notify the resident or the resident's representative that the piece of mobility equipment has been deemed unsafe and has been removed from service.
 - Replacement items are ordered as soon as possible.
 - Documentation is retained in accordance with Policy ORG.1410.PL.202, Retention of Non Client Records.

Laundering

Slings:

Unless otherwise directed by the Manufacturer's Recommendations:

- Remove any plastic stiffeners (e.g. head supports).
- Place sling in a mesh washing bag.
- Machine wash in a mild soap solution at temperatures below 80C (176F).
- Do not use bleach.
- Rinse thoroughly.
- Hang to dry only.
- Do not place in contact with a heat source.
- Do not dry clean.
- Do not iron.

Support Vests

Unless otherwise directed by the Manufacturers Recommendations:

- Machine wash in a mild soap solution at temperatures below 60C (140F).
- Do not use bleach.
- Rinse thoroughly.
- Hang to dry, tumble drying is not recommended.

Transfer Belts and Sliders

- Wash and dry according to Manufacturer's Recommendations.
- The use of Accelerated Hydrogen Peroxide is not recommended for use on sliders as it may accelerate the wear of the sliding properties of the material.

SUPPORTING DOCUMENTS:

[CLI.4110.PL.011.SD.01](#)

[CLI.4110.PL.011.FORM.01](#)

Pre-Use Mobility Equipment Inspection Guidelines
Monthly Mobility Equipment Inspection Checklist

REFERENCES:

Policy ORG.1410.PL.202 - *Retention of Non Client Records.*

Health Canada (December, 2006) - *Risk of disconnection of portable patient lifts from attachment handles, resulting in fall of patient.*

Manitoba Health (2006) - *HCS 205-TBD Insured and Non-Insured Personal Care Service*

Manitoba Home Care Program Administrative Manual – *Equipment and Supplies – Policy 207.9 – July 18, 2007*

Prairie Mountain Health (2017). Policy PPG-00056 - *Transfer and Lift Equipment Inspection Program.*