

Appendix G – Organizational Culture Assessment Tool

Unit/Department:			
Date:			
Assessment Completed by:			
Issue	Yes	No	Explanation
Are you aware of documented policies and procedures on client handling?			
Have you been trained in the client handling policies and procedures?			
Do you understand your policies and procedures for client handling?			
Do all staff follow the safe client handling or minimal lift policy? If not, why not?			
Do supervisors/managers enforce the client handling policy and ensure staff follow the safe client handling policy and practices?			
Do staff report client handling hazards, incidents and accidents promptly to the supervisors?			
Do supervisors/managers promptly investigate client handling hazards, incidents and accidents and implement timely corrective action?			
Have you received hands-on practical training in client repositioning, transfer, lifts or any other appropriate procedures?			
Is there sufficient staff and time to carry out transfers, lifts and/ or repositioning procedures?			
Have you received formal instruction and demonstration in the use of assistive devices, transfer and lifting equipment on your unit?			
Do you receive at least annual re-training in your client handling programs that includes policy/procedure review, practical hands-on client handling and equipment-specific training?			
Do you feel comfortable using all the client handling devices on your unit? If not, which ones are you not comfortable with?			
Do two staff participate in the operation of client mechanical lifts and sit-stand device?			
If casual and/or agency staff work in your facility, are they trained in the use of client handling equipment, policies and procedures?			
Is there sufficient equipment for lifting, transferring and repositioning?			
Do you have sufficient time to use lift, transfer or reposition equipment?			
Is equipment stored properly and not left in hallways?			

Are there issues with defective, broken or unserviced client handling equipment or beds that impede your use of the equipment and client handling tasks?			
Are the battery charging procedures for equipment followed?			
Do clients and their families co-operate with decisions related to client handling?			
Have you been trained in initial client mobility assessments and do you complete these assessments?			
Are initial client mobility assessments conducted on new clients within 24 hours of admission?			
Do you know how to conduct a client mobility review?			
Do you conduct a client mobility review prior to moving a client?			
Do staff conduct and document inspections of equipment and slings prior to use?			
Do staff prepare for transfers, lifts and repositioning by: <ul style="list-style-type: none"> • Reviewing the client profile • Speaking with the client • Adjusting the height of the bed or equipment • Preparing the environment • Readying themselves • Coordinating the effort with their partner 			
Community-care-specific Issues			
Are there issues with funding for equipment?			
Are there issues with preventive maintenance of equipment and maintenance of documents?			
Does the Client Service Agreement have language that supports a safe handling of clients program?			
Does the issue of client-directed care pose any potential barriers?			
Does the client's home pose any environmental barriers?			
Do the Community Care Access Centres provide you with accurate client mobility information?			