

Appendix O – Manager Monthly Client Handling Program Performance Audit Tool

Department:	Date:
Manager:	
Client Mobility Assessments	Comments
Initial assessment completed within 24 hours of admission	
Ongoing assessments of clients completed and documented prior to every client handling procedure	
Mini-assessments conducted prior to each manoeuvre	
Current information related to client mobility documented and communicated	
Acceptable methods of client handling documented on client profile	
Client Mobility Assessments	Comments
Staff perform acceptable techniques during client handling activities	
Staff perform client transfers, lifts and repositioning competently	
Equipment Use	Comments
Total body lifts used consistently and correctly	
Stand-assist lifts used consistently and correctly	
Ambulation lifts used consistently and correctly	
Bath/shower lifts used consistently and correctly	
Lifts completed with two staff members	
Transfer devices used consistently and correctly	
Repositioning devices used consistently and correctly	
Staff Education and Training	Comments
All new staff oriented to program – general and site-specific	

Annual training completed and training records up to date	
Staff can demonstrate knowledge with program policies/procedures/processes	
Maintenance and Equipment	Comments
Pre-start-up inspections of equipment completed and recorded daily	
All equipment in good working order	
Slings laundered as per protocol	
Equipment disinfected as per protocol	
Equipment stored appropriately	
Batteries charged	
Equipment preventive maintenance completed and documented as per schedule	
Out-of-service equipment tagged appropriately and reported to Maintenance via maintenance requisition	