SPHM Training Requirements for All Staff

Initial Orientation:
1. During first week of orientation, ALL orientees should complete the appropriate online module below:
   A. Go to https://vmw-lmsweb.duhs.duke.edu/SabaLogin (log in with your NetID and password)
      1. Inpatient/Short Stay RNs-areas performing BMAT every shift
         ▪ On the Home page go the Catalog Search box, enter CEPD231 and click Search
         ▪ Click the blue Register link for the Safe Patient Handling and Mobility (SPHM) Inpatient RN and Short Stay Training course.
      2. RNs in Ambulatory/Procedural Areas and ALL other staff (LPN, NCA, CMA, PT/OT, Transporters, Technicians, Radiology)
         ▪ On the Home page go the Catalog Search box, enter CEPD232 and click Search
         ▪ Click the blue Register link for the Safe Patient Handling and Mobility (SPHM) Staff Training: RNs in ambulatory/procedural areas and ALL other staff (LPN, NCA, CMA, OT/PT, Transporters, Radiology) course.
   B. The course should auto launch, if not click the Launch Content link.
   C. View all the slides and pass with 80% or above to complete the course.
   D. If staff start the course and don’t complete it, they can complete it at a later time. Log into LMS and under ‘In-Progress Learning,’ click on the Launch button next to the class title to launch the module. It should ask staff to resume from where they left off (i.e. bookmarking).
2. Champion/Coach will identify SPHM equipment available in unit/department. Orientees should watch all short (~ 2 minutes each) SPHM equipment videos for equipment available in unit/department. Videos can be accessed from OESO/Ergonomics web site under SPHM Equipment Resources.
3. Champion/Coach demonstrates how to use the available SPHM equipment to orientees and allows the orientee to practice or use available SPHM equipment with the Champion/Coach. A-NCA or CMA can be a Coach and can teach RNs, NCAs and CMAs how to use the SPHM equipment.
4. Champion will conduct hands-on, skills competency check off of the SPHM equipment for orientees. Per NC nursing licensing rules, only a RN can sign off skills, return-demonstration competency for other RNs, NCAs and CMAs.
5. Orientee should complete online module and hands-on competency skills training on SPHM equipment during orientation period. All completed and signed competency documents are kept in employee personnel files by Managers. Documents for nursing will appear in their unit orientation competency document.

Annual Revalidation
• Completion of designated revalidation activity based on practice change, process improvement data and organizational initiatives.
• Skills validation by Champion/Coach for each SPHM device/equipment on unit/department.
• All completed and signed documents are kept in employee personnel files by managers. Documents for nursing will appear in their unit orientation competency document.

Upon request by Manager: Complete education/skill validation/revalidation on staff identified by Manager.

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