SPHM Training Requirements:
RNs in Ambulatory/Procedural Areas & ALL other staff (LPN, NCA, CMA, PT/OT, Transporters, Radiology, includes Inpatient/Ambulatory/Procedural)

Note: MOVES Champions should work with Coaches to ensure training occurs for all HCWs. HCWs should work with MOVES Champion or Coaches to complete training.

Initial Orientation:
1. During first week of orientation, orientee should complete the online module listed below:
   A. Go to https://vmw-lmsweb.duhs.duke.edu/SabaLogin (log in with your NetID and password)
   B. On the Home page go the Catalog Search box, enter CEPD232 and click Search
   C. 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.
   D. The course should auto launch, if not click the Launch Content link.
   E. View all the slides and pass with 80% or above to complete the course.

If you start the course and don’t finish it, you can complete it at a later time. Log into the LMS and under In-Progress Learning click on the Launch button next to the class title to launch the module. It should ask you to resume from where you left off (i.e. bookmarking).

2. Champion/Coach will identify which SPHM equipment is available in your unit/department. The orientee should watch the short SPHM equipment videos accessible from SPHM Equipment Resources to learn about features and basic operations.

3. Champion/Coach demonstrates how to use the available SPHM equipment to orientees. Allow the orientee to practice or use available SPHM equipment with the Champion/Coach. A nursing assistant (NA) or certified medical assistant (CMA) can be a Coach and can teach RN, NA, and CMA how to use the SPHM equipment.

4. Champion will conduct hands-on, skills competency check off of the SPHM equipment for the orientee. Per NC nursing licensing rules, only a RN can sign off skills, return-demonstration competency for other RN, NA, and CMA.

5. Orientee should complete online module and hands-on competency skills training on SPHM equipment during his or her 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
- Skills validation by unit/department/clinic by Champion or Coach for each SPHM technology on unit/clinic/department.
- Completion of designated revalidation activity based on practice change, process improvement data and organizational initiatives.
- 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: to complete education/skill validation on HCW identified by Manager.

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