## Training Guidelines for All Staff

### 1. New employees: Complete parts I and II during 90-day orientation period

#### Part I: Duke MOVES Program Overview

<table>
<thead>
<tr>
<th>RNs, NCAs, and CMAs</th>
<th>During hospital orientation, attend “Duke MOVES and Restraints” presented by CEPD</th>
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<tbody>
<tr>
<td>Non-nursing staff (Technologists, PT/OT, Transporters, etc.)</td>
<td>During unit/department orientation, complete LMS module: CEPD444 “Duke MOVES Overview for Healthcare Workers”</td>
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<tr>
<td>Providers</td>
<td>During department orientation, review educational flyer: ACOMP712 “Duke MOVES Overview for Providers”</td>
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#### Part II: Unit/Department/Clinic Hands-on Training

Duke MOVES Champions and Coaches are to conduct in-person education to new employees on training content below either one-on-one or in small groups.

<table>
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<tr>
<th>Content</th>
<th>Resources</th>
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| 1. Duke MOVES program policies and standards (Click links on right to policy center, enter name of policy or standard in Policy Center Search) | • Duke MOVES SPHM Policy  
• Falls: Management, Assessment, Intervention, Reporting  
• Early Mobility Duke MOVES  
• Summary of key points in policies and standard |
| 2. Mobility assessment or screening tool | Inpatient:  
• Training Guide for Nurses: BMAT (INPATIENT)  
• Training Guide for NCA’s, Technologists, Therapists, Transporters, and Ambulatory/Procedural Area Nurses: BMAT (INPATIENT)  
• Step-by-step instructions for BMAT |
| • Review assessment/screening tool used in unit/department/area  
  o Bedside Mobility Assessment Tool (BMAT) for inpatient units  
  o Ask, Observe, Keep patients safe (A.O.K.) Mobility Screening tool  
• Ensure understanding of each step of assessment and screening tool | Ambulatory/Procedural Areas:  
• A.O.K Mobility Screening Tool – Ambulatory Training Guide for Clinical Staff (in “Fall Assessment/Screening tool”) |
| 3. Hands-on competency training on SPHM equipment available on unit/department/clinic including: | Inpatient:  
• Duke MOVES Master Equipment Inventory  
• Duke Health Equipment and Applications  
• SPHM Equipment Videos  
• Equipment Competency Validation Check-off Forms  
• Bariatric Resources |
| • Equipment and storage locations  
• Supplies and ordering process  
• Bariatric equipment and rental process  
• Use of equipment for patient care tasks based on patient’s mobility level | • Duke MOVES Master Equipment Inventory  
• Duke Health Equipment and Applications  
• SPHM Equipment Videos  
• Equipment Competency Validation Check-off Forms  
• Bariatric Resources |
- Return demonstration of equipment with employee as operator and patient
- Equipment competency forms for:
  - nursing staff are found in CBO
  - non-nursing staff can be printed from website, signed, and returned to manager to keep in personnel file

| 4. Area specific fall risk assessment/screening tool and interventions including: | Nursing (in CBO):
|**In-patient:** | General Assessments-Falls Risk Assessment
|**Ambulatory/Procedural Areas:** | Falls Risk Assessment-Ambulatory
|**Non-nursing disciplines (Technologists, PT/OT, Transporters, etc.):** | Falls: Management, Assessment, Intervention, Reporting Fall Prevention Training Guide for INPATIENT
|**Ambulatory/Procedural Areas:** | Falls: Management, Assessment, Intervention, Reporting Fall Prevention Training Guide for AMBULATORY/PROCEDURAL AREAS
|**Patient and Family Education, available in:** | Healthwise Patient Instructions for Epic-
|**MaestroCare**- | Preventing Falls: Care Instructions
| | Fall Prevention: Inpatient
| | Preventing Outdoor Falls: Care Instructions
| | How To Get Up Safely After a Fall: Care Instructions
|**DUHS Patient and Family Education**- | Duke MOVES Patient-Family Education flyer (in “Falls Bundle Interventions”)  
| | Videos on Fall Prevention
| | High Falls Risk: Ambulatory/Outpatients
| | High Risk for Falls: Inpatients
| | Preventing Falls at Home

| 2. Current employees-Complete annual revalidation training activities | **In-patient:**
| Completion of designated revalidation activity based on practice change, process improvement data, and organizational initiatives
| Annual revalidation training activities are disclosed during the Duke MOVES annual workshop, but may vary based on practice change
| Each unit/department/clinic may also designate training activities based on need during entity specific events (Ex: Retraining on MaxiMove dependent patient lift during Skills Day)
| Skills validation by Champion/Coach for each SPHM device/equipment on unit/department/clinic as determined by manager, Champion/Coach, or administrator (Ex: Just-in-time training)
• All completed and signed documents are kept in employee personnel files by managers; documents for nursing will appear in their unit orientation competency document

3. **As needed for any employee** - Additional training upon request by manager
• Champion/Coach to complete education/skill validation/revalidation for staff identified by manager