

Document Title: MDT7 Competency Assessment Training Tool for Champion Key Movers- Arjo Maxi Move Hoist and Self-Verification Sheet for sign off during Generic Manual Handling Training



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Department: Nursing and Quality

Competency Assessment Number: MECP171

Procedure: Staff Training and Competency in the use of Medical Devices CORP/PROC 133.

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Submitted to: Medical Devices Nurse Specialist & Arjo.

Issued to: Trust Competency Assessment Database

How to write a competency assessment.

The pre-set sections provided are intended as a guide to ensure a standard of competency.

Please insert relevant questions about the device into the key sections provided throughout this document. Once these are inserted, enter the answers to each question in the adjacent box.

Please remember that your Competency Assessment should be peer reviewed and signed off for clinical content prior to submission to the Medical Devices Nurse Specialist (MDNS). Please provide the name of the author and professional colleague.


Have you done a risk assessment for this device? If not please make sure you submit a risk assessment with the competency to the MDNS.



Name of the Device: Maxi Move mobile passive lift with removable spreader bar.

Model of Device & Number: Maxi Move

When assessing a candidate please insert a tick for each successful response against the section required.

Question	Answer	Yes	No
1. Clinical Purpose			
What is the clinical purpose of the device?	For use with patients where: <ul style="list-style-type: none"> • Sits in a wheelchair • No capacity to support self • Cannot stand unsupported and cannot weight bear • Dependent on assistance or where • Patient is passive • Bedridden • Stiff or contracted joints 		
2. Preparation and Safety			
	ALL hoisting procedures/manoeuvres require a minimum of 2 members of staff.		
Know where the information and directions for the use of the equipment is stored?	Instructions for all medical devices used in an area should be kept on the area or can be accessed via the Trust competency assessment database. http://fcsp.xyfidecoast.nhs.uk/M-/medicaldevices/Lists/Device%20List/Listed%20By%20Type.aspx		
Know the procedure to report any faults/ broken machinery?	All broken or faulty machinery should be reported to ATLAS medical engineering via the Trust intranet home page tab. http://bfwnet/departments/medical_physics/		
Understand and can explain how to clean the machine?	Recommended that hoist is cleaned between each patient use. Wipe down with damp cloth using warm water or approved Trust wipes.		
3. Clinical Application			
Demonstrate the safety checks and precautions prior to use?	Daily Checks. <ul style="list-style-type: none"> • Ensure the battery pack is fully charged • Ensure that the castors are firmly secured to the chassis • Inspect all parts and ensure there is no damage or cracks • Check external fittings, screws and nuts are secure • Check the service label to ensure that the hoist has been serviced and maintained. DO NOT use if the date has expired and report to ATLAS Estates.		
Show awareness of the appropriate equipment for use with this device (if applicable).	Slings- check the condition of the slings as well as if they are the correct type for the hoist. Ensure that the plastic inserts remain in place. A sling should not be used without these.		
	Batteries. Recharge the batteries on a regular basis (minimum of once every month) to prolong their life span. Avoid them reaching a low charge state. Remove the battery from the hoist if not used for a long time. Charge at least 8 hours, until battery charger shows green light.		

		Yes	No
<p>4. Anatomy of the Device</p>			
<p>Know the component parts of the device and indicate which consumables/attachments are required to operate it?</p>	 <p>Lock and load spreader bar carrier system</p> <p>Manoeuvring handle</p> <p>Battery pack</p> <p>Braked castors</p> <p>Adjustable chassis legs</p> <p>Spreader bar</p> <p>Control handset</p> <p>Jib "up" button</p> <p>Jib "down" button</p> <p>Chassis "legs open" button</p> <p>DPS "recline" button</p> <p>DPS "sit up" button</p>		

	<p>OR Control from mast of the hoist</p>  <p>Stop and power buttons</p>	<p>Yes</p>	<p>No</p>
<p>5. Setting up and Operating the Device</p>	<p>To open legs to go around a chair or wheelchair:</p> <ul style="list-style-type: none"> • Push <i>legs open</i> button till the width of the chassis legs is reached. • To close press the <i>legs closed</i> button. Movement will stop if the button is released, whether opening or closing. • The hoist should only be moved when the legs are in the closed position. 		
<p>6. Correct use of Controls</p>	<p>Lock and Load system – if a spreader bar or stretcher frame needs to be attached:-</p>  <p>To remove attachment – hold and depress locking clip thumb pads to release from T bar. Then still pressing the locking clip, lift the attachment upwards and away from the T bar and store.</p> <p>To install an attachment – select the attachment and with the thumb pads facing you allow the recess in the attachment to fit around the T bar shaft. Ensure the attachment drops down over the T bar and that the locking clip fully engages.</p> <p>To test an attachment- hold firmly with both hands, without pushing on the locking clip thumb pads, and lift the attachment up firmly. If the attachment becomes dislodged, DO NOT use and report to ATLAS Estates.</p> <p>NOTE: Ensure that the brakes on the hoist are OFF during all manoeuvres using the hoist.</p> <p>To lift from a chair:-</p> <ul style="list-style-type: none"> • Place the sling around the patient so the base of the spine is covered and the head support portion is behind the head. 		

- Pull each leg strap under the thigh so it merges on the inside of the thigh.
- Ensure the positioning handle on the spreader bar is facing away from the patient and that the open part of the bar is at or just below shoulder level.
- Ensure the hoist is close enough to attach the sling shoulder clips to the spreader bar.
- Once the hoist is in position, attach the shoulder strap attachment clips the sling attachment lugs on the spreader bar.
- Press down on the handle on the bar and attach the leg strap attachment.
- If needed, lower the bar using the handset, avoiding the patient. A built in cut off device will prevent further downward movement. Do not continue to press the jib down button.
- If the handset is released during lifting or lowering, the powered motion will stop immediately.
- Before transferring move the patient to face the carer at the height of a normal chair. Remember to release the brakes.
- Lift using handset control and adjust for transfer.
- Move the hoist away from the chair and adjust angle of recline if needed. Move the hoist to the transfer point.
- When lowering, lower the positioning handle to place the patient in a sitting position.

Yes


No

NOTE: Ensure that the brakes on the hoist are OFF during all manoeuvres using the hoist.

To lift from a bed:-

- Ensure there is room to position the hoist under the bed.
- Place the patient on the sling by rolling towards you, fold sling in half and place behind patients back.
- Position sling so when rolled back the patient will lie on the centre of the sling. Check head support covers the neck.
- When rolling back onto the sling, roll slightly in the opposite direction so the folder sling part can be pulled forward.
- Approach bed with the open side of the spreader bar towards the patients head.
- Using the adjustable chassis width, avoid obstructions i.e., bed legs and castors.
- Position the hoist so the spreader bar is above and centred over the patient.
- Using handle, tilt spreader bar till the shoulder attachment points can be connected to the sling shoulder strap attachment clips.
- Press down on the handle till the sling legs can be connected. Connect leg sections under the thighs by lifting one leg at a time.
- Lift using the handset and positioning handle, bring into position for transfer.

If returning to the bed, move to desired position above the bed; adjust the spreader bar as needed. Lower using handset control.

	<p>NOTE: Ensure that the brakes on the hoist are OFF during all manoeuvres using the hoist.</p> <p>To lift from the floor:-</p> <ul style="list-style-type: none"> • Put sling round the patient by rolling or sitting up. • Open chassis legs and approach and lift patient's legs over the chassis. When attaching the sling to the spreader bar, the patients head and shoulders can be raised with pillows for comfort. • With the open part of the bar towards the shoulders attach the shoulder strap clips. • Once connected, raise the hip and knees into maximum flexion and push down on the positioning handle to be able to connect the leg strap clips. This will raise the head and shoulders slightly. • When lifting from the floor, attach leg straps first if the patient is large. When all straps are secure lift the patient from the floor supporting the head. Once off the floor ensure the patients legs are clear of the chassis before continuing to lift. • Position into a chair or on the bed. • Transfer should only be done with the chassis legs closed. <p>See user manual for Powered Spreader Bar or Loop Spreader bar instructions.</p> <p>*Scales- see user manual for scales and instructions for weighing a patient.</p>	Yes	No
<p>7. Correct use and Knowledge of any alarms/errors.</p>	<p>Two beeps when battery needs to be charged.</p> <p>Weight. If the load is above the scale working weight, the LCD will show alternating large and small weight pictogramme. Standard jib: load exceeding 227.9 kg Extended jib: load exceeding 130.9 kg.</p> <p>If overloaded, remove the load immediately and do not move the scale/lift till the symbol is switched off.</p> <p>Gross weight= zero weight reference at power up. Net weight = value of a load determined by the "tare" function, that allows to set the scales display to zero once the load is suspended on the jib.</p>		
<p>8. Specialist Information</p>	 <p>Two batteries are supplied as standard.</p>		

A buzzing noise will alert the user that the battery needs to be changed.

There is a battery charge indicator on the control handset. It appears on the LCD after initial start -up or after returning from sleep.

Recharge the batteries regularly to prolong life.

If close to empty, the battery will emit two beeps every minute.

To remove an empty battery, push the red button and pull straight towards you. Replace with fully charged battery from mounted charging unit.

The unit will show a green fully charged battery light.

While charging the amber light will flash on and off and when fully charged will turn solid.

Empty batteries should take up to 8 hours to fully recharge.

Transfer and charge the battery.

Ensure the battery pack is fully charged before use.

When fully charged in the charging dock, and insert back into the hoist. Match the recess across the bottom of the battery slot, and then pivot battery into position till the retaining catch engages. Ensure the green power button is pushed in.



Yes **No**

9. Additional Information

Devices which are due for service/planned preventative maintenance (PPM) should be located, decontaminated and

	reported to ATLAS Medical Engineering by the Equipment Coordinator.		
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Medical Devices Verification of Competence for the : Arjo Maxi Move Hoist

Enter the name and model (if applicable) for the device in the box above.

The statement below indicates that the user is competent to use this device. Responsibility for use remains with the user. If you are in any doubt concerning your competence to use the device, seek further training and education to improve your competency level. Select the appropriate statement below:-

- I have demonstrated competence and knowledge relevant to this device and I certify that I am aware of my professional responsibilities for continuing professional development and I am accountable for my own actions. I am competent to use this device without further training.

PRINT NAME:

Signature:

Date:

- I require further training before I can use this device in a competent manner.

PRINT NAME:

Signature:

Date:

All of the criteria within the assessment document must be achieved to gain competency.

By signing this document, the assessor and candidate agree that they have discussed and completed this competency assessment.

Date:	
Assessors Signature:	
Assessor –Print Name, Location and Job Title	

Candidate - Please ensure that you retain this form for your records and complete and update your Medical Device Training Record. Ensure that your Key Trainer enters the date of your training on the local training records spreadsheet held on your clinical area.

RETRAINING / FREQUENCY GUIDE

High Risk	every 3 years with Learning Needs Assessment (previously known as Annual Self-Verification of Training Need) annually
Medium Risk	every 5 years with Learning Needs Assessment annually
Low Risk	initial competency and then Learning Needs Assessment thereafter

