

# User Guide SPHM

## User Guide for Safe Patient Handling

Version v1.0.0

## 1 General Use

### 1.1 To use this app

All features in this app can be used without a DS Login account. Before you access the app features, however, you must also agree to the End User License Agreement (EULA). All apps require that you agree to a separate EULA, and for web apps you will need to agree to the EULA on each device and browser you use to access the app. If you need to complete this document they will be presented to you.

### 1.2 Navigation

App functionality is shown in two menus: the App Options Menu (menu icon in the upper left corner) and the User Menu (menu icon in the upper right corner).

**App Options menu:** The app menu includes a list of the features available, including:

- Home
- Comprehensive Patient Assessment & Algorithms
- Scoring & Algorithms for Specific Tasks
- National Association of Orthopedic Nurses' Algorithms/Clinical Tools
- Association of PeriOperative Registered Nurses' Algorithms
- Clear All Data

**User Menu:** The user menu allows you to manage your interaction with the app, and includes the following functions:

- About
- Help
- Resources
- Launchpad

## 2 App Features

### 2.1 Home

The Home feature allows you to return back to the app's home page.

### 2.2 Comprehensive Patient Assessment & Algorithms

The Comprehensive Patient Assessment and Algorithms feature allows you to complete a comprehensive safe patient handling and mobility patient assessment. The assessment information is used in task-specific algorithms to generate patient handling equipment recommendations for each individual patient and task. This feature also allows you to select single or multiple tasks to assess.

#### **Conduct an assessment for multiple tasks**

Selecting this section displays a 17-question assessment. You must answer all of the questions and then select the "Next: Select one or more tasks" button to select one or multiple tasks using the checkboxes. Once complete, you may select the "Get Recommendations" button to view the recommendations, notes, and links to bariatric and equipment resources, if available.

For additional information about the section, you can select the "i" button near the top of the section's detail pane.

#### **Select a Single Task**

Selecting this section displays a single-select task list. After choosing a task, you may select the "Next: Complete assessment questions for the selected task" button, which displays the questions associated with the selected task. You must answer all of the questions for that task before you can select the "Get Recommendations" button. Once selected, the recommendations, notes, and links to bariatric and equipment resources, if

available, is displayed.

For additional information about the section, you can select the “i” button near the top of the section’s detail pane.

### **Clear Assessment**

Selecting the “Clear Assessment” button in the upper right-hand corner displays a confirmation modal, where you can confirm the clearing action by selecting “OK” or cancel the action and return back to the previous screen by selecting “Cancel”. Selecting “OK” clears the 17- question assessment, selected tasks, and recommendations and returns you to the main page.

Otherwise, once you complete the 17-question assessment, the answers are persisted across the “Conduct an assessment for multiple tasks” and “Select a Single Task” sections until you select the “Clear Assessment” button.

## **2.3 Scoring & Algorithms for Specific Tasks**

The Scoring & Algorithms for Specific Tasks feature allows you to calculate a patient handling functional score for individual patients and correlate that score with equipment and other recommendations for specified tasks.

After selecting “Scoring & Algorithms for Specific Tasks” on the App Options menu, the following subsections are displayed:

- Transfer: Bed to Chair, Chair to Toilet, Chair to Chair, Car to Chair
- Lateral Transfer to & From: Bed to Stretcher/Trolley
- Transfer To & From: Chair to Stretcher or Chair to Exam Table
- Reposition up in Bed: Side to Side, Up in Bed
- Reposition in Chair: Wheelchair & Dependency Chair
- Transfer a Patient up from Floor

Selecting any of these subsections displays a 6-question assessment. You must answer all of the questions and then select the “Calculate Score” button to view the score, recommendations, notes, and links to bariatric and equipment resources, if available.

For additional information about the section, you can select the “i” button on the section’s menu header or near the top of its detail pane.

### **Clear Assessment**

Selecting the “Clear Assessment” button in the upper right-hand corner displays a confirmation modal, where you can confirm the clearing action by selecting “OK” or cancel the action and return back to the previous screen by selecting “Cancel”. Selecting “OK” clears the score, the 6-question assessment responses and recommendations and returns you to the main page.

Otherwise, once you complete the 6-question assessment, the answers are persisted across the “Scoring & Algorithms for Specific Tasks” section until you select the “Clear Assessment” button.

## **2.4 National Association of Orthopedic Nurses’ Algorithms/Clinical Tools**

The National Association of Orthopedic Nurses’ Algorithms/Clinical Tools feature provides a link to algorithms and ergonomic tools that generate patient handling recommendations for use of safe patient handling techniques in the orthopedic environment.

Note: These tools must be purchased before use.

## **2.5 Association of PeriOperative Registered Nurses’ Algorithms**

The Association of PeriOperative Registered Nurses’ Algorithms feature provides a link to algorithms and ergonomic tools that generate recommendations for use of safe patient handling techniques in the perioperative environment

Note: These tools must be purchased before use.

## **2.6 Clear All Data**

Selecting the “Clear All Data” button in App Options menu displays a confirmation modal, where you can confirm the clearing action by selecting “OK” or cancel the action and return back to the previous screen by selecting “Cancel”. Selecting “Ok” clears all assessment responses and recommendations across all sections of the app and returns you to the main page.

## **3 User Menu Features**

### **3.1 About**

The About feature provides general information about the App, including the version number, and a link to the End User License Agreement.

## 3.2 Help

The Help feature provides support contact information and link to this User Guide.

## 3.3 Resources

The Resources feature displays multiple resources regarding safe patient handling techniques for your reference. They are displayed in the following groups:

- **Kits:** Includes bariatric and tech resource guide links
- **Training Guides:** Includes safe patient handling training guides
- **Websites:** Includes various non-VA websites associated with safe patient handling techniques and references
- **Glossary:** Includes a glossary of Safe Patient Handling terms
- **AORN:** Provides a link to algorithms and ergonomic tools that generate recommendations for use of safe patient handling techniques in the perioperative environment. (Note: These tools must be purchased before use.)
- **NAON:** Provides a link to algorithms and ergonomic tools that generate patient handling recommendations for use of safe patient handling techniques in the orthopedic environment. (Note: These tools must be purchased before use.)

## 3.4 Launchpad

The Launchpad feature allows you to quickly access the apps included on the VA Launchpad, including apps that you may not be aware of.

## 4 App Abbreviations

Abbreviations provided in the app are defined as follows:

Abbreviation	Definition
EULA	End User License Agreement