**Safe Handling and Mobility Committee Terms of Reference**

1. Purpose

The SHM Committee endeavors to provide safe services for clients and a safe workplace for staff. Lifting, transferring or repositioning clients is an important part of care services. The Safe Handling and Mobility Committee is comprised of staff who are involved in these activities.

It is the responsibility of the Committee to promote safe, effective and consistent transfers and lifts as well as endeavor to protect both clients and staff from injury.

1. Objectives

* To assist with establishing procedures pertaining to transfers and lifts.
* To ensure proper documentation and communication is carried out regarding client’s transfers.
* To make recommendation for training both refresher and new as well as other stainability activities such as the use of PACE audit cards, supervisor audit forms etc.
* To audit the program by ensuring assessment are being completed in a timely manner and in accordance with procedure and process. As well as audit all aspect of the program including observation in the care areas.

1. Accountability

The Safe Handling and Movement Team is accountable to the Administrator

1. Composition

* SHM Committee will be composed of:

#####? Ex: ( 1 CCA, 1 LPN Supervisor, 1 RN supervisor)

* The members of the committee will select one person to serve as chair and one person to serve as note taker.
* Committee members serve on a voluntary basis and may resign at any time with notice to the Committee Chair.
* New members may be requested as the need arises.
* The Committee Chair reserves the right to change the composition of the team as deemed necessary.

1. Frequency of Meetings

* The committee will endeavor to meet monthly or at the call of the committee chair.
* Meeting dates be communicated via email/txt
* The frequency of the meetings may be altered and team members may request meetings with appropriate rationale.
* Emergency meetings can be called at any time.

1. Responsibilities

* Staff Education/Training
* New Hire Orientation
* Yearly Reviews / Refresher training
* Specific training updates as requested
* Auditing
* Appropriate documentation - ensure that all information pertaining to a client’s transfer status is coordinated (i.e. care plan, transfer book and logo(s) all read the same.)
* Ensure all clients are assessed or reassessed as required.

1. Decision Making

All decisions will be made by consensus. If consensus cannot be reached then CEO/Administrator will make the decision.