

# Glossary

**ACC** – Accident Compensation Corporation of New Zealand

**Accessibility of equipment** – extent to which equipment is readily available when needed

**Advocate** – a person or group who guides and facilitates the development and implementation of policy

**Algorithm** – a diagram with a sequence of steps and options to help guide decision-making

**Ambulatory client** – a client who is capable of walking

**Ambulatory equipment** – equipment to assist clients to walk

**Assisted walking** – walking assisted by a carer, where the carer may provide some support

**Assistive transfer device** – a friction-reducing device for moving clients between adjacent surfaces

**Audit** – a check of specific programme components to assess whether planned or scheduled activities are carried out

**Bariatric client** – an obese or extremely large client, usually with a Body Mass Index (BMI) of 40 or more

**Body Mass Index (BMI)** – a person's weight (in kilograms) divided by the square of the person's height (in metres)

**Carer** – anyone who is caring for another person, who is doing moving and handling, whether as an employee or a volunteer

**Carers' capacity** – the physical capacity and limitations of people undertaking moving and handling tasks

**Ceiling or overhead hoist** – lifting equipment used for dependent clients who require assistance for vertical and horizontal movements. The electric motor that lifts the client is attached to tracking that is fixed to the ceiling or attached to a gantry. The hoist can be used to raise and lower a client and move them horizontally within the limits of the tracking

- Client** – anyone for whom care is provided by another person. ‘Client’ includes residents, patients and other people being moved and handled
- Client dependency** – the extent to which a client is dependent on others to assist with movements
- Client moving and handling** – one of the common terms used in healthcare and other settings to refer to tasks involving moving and handling clients
- Client moving and handling plan** – a record of the techniques and equipment recommended for moving and handling tasks on the client profile
- Client mobility** – the extent to which clients can move themselves unaided, or require assistance
- Client risk profile** – information recorded about a client, including a risk assessment and a plan for moving and handling the client
- Client profile** – a sheet or form that summarises a client’s details, capabilities and needs and provides a moving and handling plan if needed
- Code of practice** – recommended procedures and techniques for compliance with the requirements of an Act
- Controlling risk (risk control)** – strategies used to reduce risk when planning moving and handling tasks so that the risk of injury or harm to carers and clients is minimised
- Cost-benefit evaluation** – a measure of whether the benefits of introducing a new programme are greater than the costs of the programme
- Culture of safety** – the collective belief among people in a workplace that safety is a shared responsibility and is crucial to ensure staff and client safety
- DHB** – District Health Board, a regional organisation responsible for government-funded health services in New Zealand
- DPI Programme** – Preventing and Managing Discomfort, Pain and Injury (an ACC programme)
- Educator** – a person who educates others on moving and handling, including providing training and training content
- Environment** – the setting in which a task will be undertaken, including space, availability of equipment, staffing levels, work culture and other resources
- Equipment** – aids and devices used for moving and handling people, such as slide sheets, electric beds and hoists
- Equipment check** – an assessment list and schedule of time periods for specific items of equipment to be checked
- Equipment register** – list of all items of equipment held, suppliers, locations, servicing requirements and person responsible for maintenance

**Ergonomics** – the study of the relationship between work behaviours, the physical environment where work takes place and the tools used during the work.

Ergonomics assists the design of workplaces to ensure they are consistent with the biomechanical, physiological and psychosocial limits of people

**Evaluation** – systematic and often extensive review and assessment of a programme to assess how well it is working

**Force** – the amount of physical effort required to perform a task

**Harm** – illness, injury or both, and includes physical and mental harm caused by work-related stress

**Hazard** – an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm (Department of Labour, Keeping Work Safe, 2009)

**Impact** – a longer-term effect of a programme

**Indicator** – measure or variable used to track how well a programme is working. May refer to implementation indicators (e.g. audits) and outcome indicators

**Infection control** – reducing the risk of infection and preventing the spread of microorganisms in body tissues. For equipment, it often refers to requirements for cleaning and disinfecting equipment after specific types of use to avoid infection risks

**Lateral transfer** – a transfers involving moving a client from one location to an adjacent location at the same or similar level

**Legislation** – laws or Acts enacted by Government

**LITEN-UP approach** – a specific strategy for assessing risk when moving and handling people

**Load** – characteristics of the client being moved and handled, including size, weight, age, dependency, ability to cooperate and fall risk

**Manual handling** – any activity requiring effort by a person to lift, push, pull, carry or move, hold or restrain another person or an object

**Mobile hoist** – a floor-based hoist, with wheels or castors, that allows the movement of a dependent client from one location to another. The client is raised and lowered using an electric motor and one or more carers push the hoist between locations

**Monitoring** – collecting information to track how well a programme is operating

**Moving and handling** – one of the common terms used in healthcare and other settings to refer to tasks involving moving and transferring clients

**OSH** – occupational safety and health, the term commonly used in New Zealand to refer to workplace safety

- Outcome** – the effect of a programme on its intended target groups. Sometimes refers to short-term outcomes
- Output** – an activity or service provided that is part of a programme’s implementation
- Patient** – a person who is receiving care or being looked after by another person
- Policy** – a formal statement about how an organisation or institution should operate in relation to the purposes or functions included in a policy
- Policy development group** – a group responsible for policy consultation, development and implementation
- Policy development plan** – a plan for the implementation of a policy, which includes people responsible for specific tasks and dates for completion of tasks
- Policy implementation** – turning a policy into a programme that influences ongoing practices
- Policy rollout** – where some units or wards implement policy initially, followed by other units several weeks or months later
- Procurement system for equipment** – system for assessing and purchasing, leasing and hiring equipment
- Programme** – a systematic intervention, service or change initiative within an organisation
- Programme review** – monitoring a programme during its implementation to ensure that it is working as intended
- Stakeholder** – a person or group who has an interest in programme implementation and outcomes
- Risk** – the possibility of something happening. In moving and handling, risk generally refers to the possibility of negative outcomes occurring. A low risk means a low likelihood of a negative outcome
- Risk assessment** – an assessment of the actual or potential hazards that is carried out prior to moving and handling people. Carried out in conjunction with controlling risks
- Serious harm** – the permanent loss of bodily function or the temporary severe loss of bodily function or musculoskeletal disease
- Significant hazard** – a cause, or potential cause, of serious harm or non-trivial harm whose effects on any person may depend on the extent or frequency of the person’s exposure to the hazard
- Sling** – a fabric device used with electric hoists to lift and transfer a client from one location to another. The client being moved is placed in the sling and the sling is attached to a hoist that does the lifting

**Standing hoist (also known as a 'sit to stand hoist' and 'lift')** – a mobile electric hoist that moves on castors and is used to raise a client from a seated position and move them to another seated position. The client being moved requires some upper body strength, some weight-bearing capability and the ability to hold on with at least one hand

**SWL** – safe working load: the maximum load that equipment is designed to carry. May also be referred to as safe working limit

**Task** – a type of moving and handling activity that may be undertaken by a carer

**Trainer** – a person who provides direct training on moving and handling techniques

**Transfer** – the movement of a client from one place to another. Lateral transfers are those that involve primarily horizontal movements (e.g. from a bed to a stretcher). Vertical transfers are those that involve vertical movements and often horizontal movements as well (e.g. from a chair to a bed)

**Transfer chair** – a device that converts from a chair into a stretcher and vice versa

