



### WARD MAPO: HOW TO ASSIGN "VALUES" TO RISK FACTORS

**Total number of Operators engaged in MPH over 24 hours (OP):** indicate the sum total patient handling operators present in the morning, afternoon and night. If operators are present for a portion of the shift, calculate them as unit fractions in relation to the number of hours worked in the shift.

**Disabled patients (D):** indicate the average number of NC and PC patients routinely present in the ward. Fully non-cooperative (NC) refers to patients who need to be completely lifted when they have to be transferred. Partially cooperative (PC) refers to patients who only need partial lifting.

**VALUE OF LIFTING DEVICES FACTOR (LF):** "Lifting aids" refers to all the devices and aids that can be used to fully lift patients. Active lifters with chest loops are not considered as "lifting factors" but rather as "minor aids" factors.

**DETAILED DESCRIPTION OF NUMERICAL SUFFICIENCY FOR "LIFTING AIDS FACTOR":**

- at least 1 patient lifting device for every 8 fully non-cooperative patients;  
or
- at least one height-adjustable stretcher (where patients are generally transferred to and from flat surfaces) for every 8 fully non-cooperative patients;  
or
- a height-adjustable three-segment bed for every patient in the unit.

The term **adequate** refers to equipment that meets the needs of the ward i.e.

**When at least 90% of operations to totally lift patients are performed using lifting aids**

**When no operations to lift patients are performed using lifting aids then the definition to be given is "lifting aids absent". (THEREFORE: LF =4)**

Below are the scores for the "LIFTING DEVICES FACTOR":

- absent or ( inadequate + insufficient) = 4
- present but inadequate or insufficient = 2
- adequate + sufficient = 0.5

Indicate the percentage of total patient lifts using lifting aids =  $ATL / (TL + ATL)$  =

**VALUE OF MINOR AIDS FACTOR (AF):**

- absent or inadequate or insufficient = 1
- adequate and sufficient = 0.5

Indicate the percentage of partial patient lifts using lifting aids =  $APL / (PL + APL)$  =

Adequate and sufficient "minor aids":

Here too, when at least 90% of operations to partially lift patients are performed using aids.

There must be:

- a sliding sheet or sliding board + two of the other minor aids indicated  
OR
- a sliding sheet or sliding board + ergonomic bed (100% of beds in the ward)

**VALUE OF WHEELCHAIRS FACTOR (WF):**

To define the wheelchairs factor score, it is necessary to calculate the MEAN INADEQUACY SCORE obtained in the data collection sheet (MSWh) in relation to the numerical sufficiency of the wheelchairs as indicated in the table below:

WHEELCHAIRS FACTOR (WF)						
Mean score observed (MSWh)	0 – 1.33		1.34 – 2.66		2.67 - 4	
Numerical sufficiency	NO	YES	NO	YES	NO	YES
WF SCORE	1	0.75	1.5	1.12	2	1.5



**Numerical sufficiency of wheelchairs** – numerical sufficiency refers to situations where the number of wheelchairs is more than one wheelchair per 50% of disabled patients (**D**). For hospital geriatric wards, more than 80% of disabled patients (also in elderly care facilities or residential care homes).

VALUE OF ENVIRONMENT FACTOR (EF):

To assign the environment factor, the "mean inadequacy score" for the environment (**MSENV**) calculated on the data collection sheet is divided into three equidistant ranges (i.e. low, medium and high inadequacy), as shown in the figure below

<b>MSENV</b>	0-5.8	5.9-11.6	11.7-17.5
<b>VALUE OF ENVIRONMENT FACTOR</b>	0.75	1.25	1.5

VALUE OF THE TRAINING FACTOR (TF):

Characteristics observed	TF value
Adequate <b>training course</b> held no more than 2 years before the risk assessment, attended by 75% of ward staff engaged in patient handling	0.75
Training course held more than 2 years before the risk assessment, attended by 75% of ward staff (engaged in patient handling), and tested for effectiveness	0.75
<b>Adequate training course</b> held no more than 2 years before the risk assessment, attended by between 50% and 75% of ward staff (engaged in patient handling)	1
Only explanations (or specific brochures) given to 90% of ward staff (engaged in patient handling), followed by effectiveness testing	1
TRAINING NOT DELIVERED OR NOT COMPLIANT WITH AFORE MENTIONED CONDITIONS	2

An **adequate training course** is defined as a theoretical/practical course of at least 6 hours with some of the practical training devoted to the use of lifting aids.