



Policy: Home Lift Program

Originating Department: Seniors and Long-Term Care

Original Approval Date: August 3, 2022 **Effective Date:** August 15, 2022

Approved By: Paul LaFleche
Deputy Minister Seniors and Long-Term Care

Version #: 1

1. POLICY STATEMENT

- 1.1. The Home Lift Program provides the loan of a mechanical lift system to support home care workers to safely deliver care and to support Nova Scotians to remain in their own home. This program is funded by the Nova Scotia Department of Seniors and Long-Term Care (“the Department”) and administered by the Nova Scotia Health Authority Continuing Care (“NSHA Continuing Care”).

2. DEFINITIONS

- 2.1. **Approved Vendor** - An organization/company authorized by the Department of Seniors and Long-Term Care to provide, service, track, inspect, deliver, remove and recycle mechanical lift systems under the Home Lift Program.
- 2.2. **Authorized Health Care Provider** – A health care professional who is registered through the appropriate regulatory body to practice in Nova Scotia and completes functional assessments associated with the need for a mechanical lift and education on safe use for the program. (e.g., Occupational Therapist, Physiotherapist).
- 2.3. **Caregiver** – For the purposes of this program a caregiver is an individual who is providing unpaid assistance with Activities of Daily Living.
- 2.4. **Client** – An individual who meets the eligibility criteria for the Home Lift program and is authorized through the NSHA Continuing Care Program to receive a mechanical lift.
- 2.5. **Floor Lift** – A wheeled hoist that lifts and supports a client in a sling suspended from a cantilevered arm. With the client suspended, the lift is wheeled from one surface and used to lower the client safely to another surface.
- 2.6. **Free-Standing Lift** – A portable, two post system that supports a track along which a lift unit can move. A sling is attached to the unit to lift the client. The suspended client then can be moved along the track and is lowered and positioned onto another surface.
- 2.7. **Home Care Agency** – A provincially funded agency approved to provide home care services.
- 2.8. **Home Care Services** - The provision of Nursing Services and/or Home Support Services delivered to the Client in their place of residence.

- 2.9. **Home Care Worker** – A general term that includes Registered and Licensed Practical Nurses and Home Care Workers as defined in the *Educational Requirements for Entry to Practice of Non-Licensed Care Staff Policy*.
- 2.10. **Mechanical Lift System** – For the purposes of this policy, a floor or free-standing lift used to lift, transfer, and position a client who is unable to do so independently. This system includes a hoist, battery, and sling.
- 2.11. **Sling** – A harness that supports a client while suspended in a mechanical lift. Slings are manufactured from various fabrics and come in various sizes. Various sling types are available depending on client need and use.
- 2.12. **Substitute Decision Maker** - The delegate or statutory decision-maker with the legal authority to make personal care decisions on behalf of an individual who lacks capacity to make health care decisions pursuant to the *Personal Directives Act*.

3. POLICY OBJECTIVES

- 3.1 To establish a program that supports Home Care Workers to safely deliver care and to support Nova Scotians to remain in their own home.

4. APPLICATION

- 4.1. This policy applies to individuals who are receiving home care services from a Home Care Agency, have an assessed need for a mechanical lift system to provide safe home care services and who meet the program eligibility outlined in this policy.

4.2. This policy does **not** apply to:

- 4.2.1. Individuals living in long term care.
- 4.2.2. Individuals not receiving home care services from a Home Care Agency.
- 4.2.3. Individuals seeking a mechanical lift other than those approved through the Home Lift Program.

5. POLICY DIRECTIVES

5.1. Eligibility Criteria

A client must meet the following criteria to be eligible for the Home Lift Program:

- 5.1.1. Be a resident of Nova Scotia, with a valid Nova Scotia health card number or is in the process of establishing permanent residence in Nova Scotia and has applied for coverage under Nova Scotia's Health Insurance Plan.
- 5.1.2. Be in receipt of Home Care Services from a Home Care Agency.
- 5.1.3. Based on an assessment by an Authorized Health Care Provider, a mechanical lift is required to support Home Care Workers to deliver care safely within the client's home environment.
- 5.1.4. Require a mechanical lift for use in the delivery of home care services regularly.

5.2 Roles and Responsibilities

The Department of Seniors and Long-Term Care shall:

- 5.2.1 Be responsible for the oversight and funding for the Home Lift Program.
- 5.2.2 Enter into a Service Agreement with the Approved Vendor.
- 5.2.3 Develop and implement program accountability measures, performance measurement, evaluation and reporting requirements in collaboration with the NSHA Continuing Care and the Approved Vendor.
- 5.2.4 If required, develop prioritization parameters in collaboration with NSHA Continuing Care.

The Nova Scotia Health Authority Continuing Care shall:

- 5.2.5 Administer the Home Lift Program across the province in accordance with this policy.
- 5.2.6 Determine client eligibility for the program and coordinate with the Approved Vendor and Authorized Health Care Provider to initiate the mechanical lift assessment process.
- 5.2.7 Develop and modify a client's care plan as required to ensure care plans meet client needs when using a mechanical lift in the home.
- 5.2.8 Support the program as required in coordination with the Authorized Health Care Provider, the Approved Vendor, Home Care Agencies and clients/Substitute Decision Makers.
- 5.2.9 Participate in program accountability measures, performance measurement, evaluation and reporting requirements in collaboration with the Department and the Approved Vendor.

The Approved Vendor shall:

- 5.2.10 Administer the Home Lift Program in accordance with this policy and the Home Lift Program Service Agreement.
- 5.2.11 Procure mechanical lifts and ensure the delivery, set up, tracking, storage, maintenance, inspection, repair, removal, sanitizing and recycling of mechanical lift systems and accompanying parts (e.g., slings).
- 5.2.12 Provide the client/caregiver/Home Care Worker with information about the program as well as technical education for safe handling, use and maintenance of a mechanical lift along with written instructions/information on the operations of the lift system with contact information for questions.
- 5.2.13 Support the program as required in coordination with the Authorized Health Care Provider, NSHA Continuing Care, Home Care Agencies and clients/Substitute Decision Makers.
- 5.2.14 Provide access to and delivery/set up of mechanical lifts according to this policy as outlined in this policy and response time standards as per Service Agreements.
- 5.2.15 Provide ongoing support to the client/substitute decision maker to address questions, provide maintenance and repairs as per Service Agreements.
- 5.2.16 Maintain an updated inventory of all mechanical lift systems, including lifts available for use, lifts currently in use and those being serviced or not operating anymore. This inventory shall be made available to the NSHA Continuing Care/the Department as required.
- 5.2.17 Ensure that all mechanical lift systems are inspected/documented annually and in accordance with manufacturer warranty requirements and

with up-to-date lift certification. Lifts will be labelled with dates of required inspections.

- 5.2.18 Ensure mechanical lifts are maintained and repaired as required, before including in inventory or reissuing to clients.
- 5.2.19 Provide quarterly reports to the Department in accordance with the Service Agreement.
- 5.2.20 Develop and participate as required in program accountability measures, performance measurement, evaluation and reporting requirements in collaboration with the Department and NSHA Continuing Care.
- 5.2.21 If required, maintain a waitlist for equipment as per the prioritization parameters established by the Department. The waitlist will be made available to the NSHA Continuing Care and the Department as required.

The Authorized Health Care Provider Shall:

- 5.2.22 Be registered through the appropriate regulatory body to practice in Nova Scotia.
- 5.2.23 Complete a client functional assessment and determine if a mechanical lift is required and the appropriate specifications for set up and use.
- 5.2.24 Complete an assessment of the home environment as it relates to the lift recommendation.
- 5.2.25 Receive consent from the client/Substitute Decision Maker to have the mechanical lift in the home.
- 5.2.26 Provide the client/caregiver/Home Care Agency/Home Care Workers with training and education on the safe handling/use of the mechanical lift once installed, including any client-specific training.
- 5.2.27 As needed, collaborate with the Home Care Agency supervisor to coordinate initial training on the safe handling/use of the mechanical lift including any client-specific training.
- 5.2.28 Submit to the Approved Vendor and NSHA Continuing Care a written recommendation / prescription for the lift and sling requested from the program.

The Home Care Agency Shall:

- 5.2.29 Be responsible for coordinating and/or providing training of Home Care Workers to use a mechanical lift safely.
- 5.2.30 Be responsible to ensure Home Care Workers are trained prior to using a mechanical lift.
- 5.2.31 Be responsible to notify the Approved Vendor if maintenance is required or if there are concerns with the function or integrity of the mechanical lift, including the sling.
- 5.2.32 Be responsible to notify NSHA Continuing Care if a client's need for a lift changes; if a lift is no longer required, or if a client no longer meets the eligibility criteria for the program.

The Client/Substitute Decision Maker Shall:

- 5.2.33 Be willing or have Substitute Decision Maker who is willing to take responsibility for the equipment in the homes.
- 5.2.34 Advise NSHA Continuing Care and the Approved Vendor of any change in address or change in the need for a mechanical lift and will arrange to return the lift, providing reasonable notice, to the Approved Vendor.
- 5.2.35 Be responsible to notify the Approved Vendor and Home Care Agency if maintenance is required or if there are concerns with the function or integrity of the mechanical lift, including the sling.

5.3. Equipment Covered

- 5.3.1. A floor or free-standing mechanical lift will be provided as appropriate and based upon assessment by an authorized health care provider.
- 5.3.2. Clients will receive one sling, to be replaced in accordance with manufacturer requirements.
- 5.3.3. Bariatric free standing and floor lifts will be available for clients based on assessed need.

5.4. Discontinuation of Service

- 5.4.1. Mechanical lifts are selected based on assessed client need. The client/substitute decision maker must return the mechanical lift to the Approved Vendor when:
 - The client no longer requires the lift to be safely transferred.
 - The client moves to a Long-Term Care facility.
 - The client no longer resides in Nova Scotia.
 - The client is in hospital for more than thirty (30) days.
 - The client is deceased.

5.5. Prioritization of Mechanical Lifts

- 5.5.1. Access to the Home Lift Program is based on the availability of resources. If warranted, a provincial waitlist will be established.
- 5.5.2. If a waitlist is warranted, the Department will coordinate with NSHA Continuing Care to establish the parameters for prioritization.

5.6. Reporting Requirements

- 5.6.1. NSHA Continuing Care and the Approved Vendor are required to comply with all performance measurement and reporting requirements for the Home Lift Loan Program, as established by the Department of Seniors and Long-Term Care.

5.7. Consent, Confidentiality and Privacy

- 5.7.1. NSHA Continuing Care and the Approved Vendor are responsible to ensure that personal health information obtained for the purposes of administering this program are managed in accordance with applicable legislation (i.e., *Personal Health Information Act (PHIA)*, *Personal Information Protection and Electronic Documents Act (PIPEDA)*)

6. ACCOUNTABILITY

- 6.1. For the purpose of the administration of this policy, accountability is delegated to the Deputy Minister of Seniors and Long-Term Care
- 6.2. The Senior Executive Director of Seniors and Long-Term Care, or a designate has responsibility for on-going monitoring and enforcement of this policy.

7. MONITORING / OUTCOME MEASUREMENT

- 7.1. The Director, Home and Community Care will monitor the implementation, performance and effectiveness of this policy.

8. REFERENCES

- 8.1. *Educational Requirements for Entry to Practice of Non-Licensed Care Staff*

9. VERSION CONTROL

Version Control:	New
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10. INQUIRIES

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