

motor trolley induction checklist

general

the Director of Nursing is the most important figure in the whole induction process. they must be actively involved and be prepared to monitor and police the initial use of the Power Drive systems.

Power Drive systems are not hard to use, they are just very new to many people. it will usually take up to two weeks for staff to become familiar and comfortable with using the product. I suggest vigilance and continued enthusiasm within the first two weeks by the management and compliance officers.

when doing the induction for the Power Drive system, have all the relevant staff and management available for the demonstration. run all the operators through the operation of the trolley and then monitor them using the trolley. It is a good idea to find out exactly what the trolley will be used for and do a run through of the intended path of travel.

If there are any large ramps, too sharp corners, rough ground or other obstacles in the path of travel, alternate paths of travel should be taken. It must be remembered that these trollies are motorised now, a different path that may be slightly longer but more suitable, may be advisable.

please ensure that all staff realise that the motor system is powered all the time. the manual foot pedal is for emergencies only and should be operated by the maintenance technicians only. all staff should be made aware that if they are uncertain of the operation of this product they must ask for help.

charging tips

having a dedicated parking place for each trolley at the end of each day for charging is very important. the charger must sit adjacent and within reach for ease of connection and charging. always suggest a wall bracket be located near the trolley parking spot for the charger to be located within easy eye sight of staff. a strict charging policy of charging only once daily, must be adhered to for the safety and reliability of the Power Drive system operation.

driving tips

only use the slower speeds when training and learning how to use the trolley. speed can be adjusted whilst driving by adjusting the speed control knob. never push the reverse direction switch when travelling forwards. the trolley can be driven either way with the operator in front or behind. If the trolley is tall then driving with the operator in front is advisable.

ongoing

please make sure an operators manual is available for all staff to read
please make sure a proper training programme is implemented and carried out
please make sure contact details for technical support are within easy reach
follow up after two weeks to make sure all training happens and staff are happy

your local representative

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