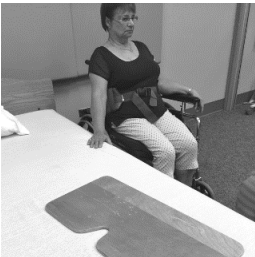




SCHIPP.M3.006

SAFE WORK PROCEDURE		SLIDING BOARD TRANSFER ONE MINIMUM ASSIST	
Team Name / Team Lead: SCHIPP Team, Regional Director Staff Development, Infection Prevention and Control	Approved By: Vice President - Human Resources	Date Created: June 29 2016	Review Date: December 20 2017 Revised date: January 2 2018
<p>Potential Hazards Present:</p> <ol style="list-style-type: none"> 1) If procedure not followed, there is a risk for awkward postures and over exertion, which can lead to a musculoskeletal injury. 2) Depending on the workload, repetitive motions may be a factor. 3) Client or Caregiver may slip, trip and fall. 4) Client may grab or strike from reactive or defensive behavior. 5) Microorganism Transmission <p>Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report to supervisor.</p>		<p>Personal protective equipment / devices required / other safety considerations:</p> <ul style="list-style-type: none"> ➤ Sliding/Transfer Board ➤ Side rail, transfer pole and/or trapeze bar if applicable ➤ Transfer Belt if advised ➤ Slider (optional) ➤ Appropriate Footwear for Client and Caregiver ➤ Clothing that allows Caregiver movement ➤ Pad or pillow under Caregiver's knees ➤ Routine Practices; Additional Precautions as assigned 	
		<p>Training:</p> <ul style="list-style-type: none"> ➤ Initial Orientation and regular review ➤ Training on Transfer Belt Use <p>Resources:</p> <ul style="list-style-type: none"> ➤ Follow Manufacturer's Instructions for equipment ➤ SCHIPP.M1.001 Module 1 ➤ Video SCHIPP.RES.810 Sliding Board Transfer One Minimum Assist 	
<p>Client Criteria and Supportive Information:</p> <ul style="list-style-type: none"> ➤ Can follow instructions. ➤ Has moderate to full trunk strength. ➤ Has full arm strength in at least one limb. ➤ Unable to stand but can weight shift with trunk, using arms, or one arm, one leg, (may not have lower legs to assist). ➤ Has moderate to full balance reactions. ➤ Consult Rehab Services (OT/PT) for further input regarding transfer method as indicated. 			
<p>Steps to perform this task safely:</p>			
		<p>Preparing for the Transfer:</p> <ul style="list-style-type: none"> ➤ Position wheelchair so Client is moving to stronger side, if applicable. Chair is parallel to and in contact with edge of bed. Remove footrests and lock the brakes. Armrest removed on the side of the intended direction of the transfer. ➤ Ensure bed and chair surfaces are equal in height or receiving surface is slightly lower if possible, so it is easier for Client to move. ➤ Apply a transfer belt. 	



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	<p>Apply Sliding Board and Slider (if applicable):</p> <ul style="list-style-type: none"> ➤ Client needs to shift weight away from the new transfer surface to allow placement of the sliding/transfer board. It is placed firmly under upper thigh and buttock and the remainder on receiving surface, bridging the gap between surfaces. ➤ Additional care should be taken during placement of the board when pressure areas, ulcers or bare skin is involved. ➤ If Client requires less friction, a slider may be inserted over sliding board under buttock and removed when transfer completed. Client should place hand on board or armrest, as opposed to on slider as it may slide when moving. Keep hand on Client until slider is removed.
	<p>Position Yourself and the Client:</p> <ul style="list-style-type: none"> ➤ Caregiver faces in front of Client in half kneeling or may stand between surfaces from behind and beside, facing Client. ➤ Cue Client to place one hand on top of board toward the receiving surface, the other on the opposite side. ➤ Client places one hand on top of the sliding/transfer board and the other is place on their current sitting surface. Ensure Client does not grip the edge of the board as may pinch fingers.
	<p>Client Slides:</p> <ul style="list-style-type: none"> ➤ Instruct the Client to use their arms and legs (if able) to move across the board toward the receiving surface. ➤ Guide Client across, holding onto the transfer belt and weight shifting in direction of the movement. ➤ If possible stop half way to the receiving surface, to reposition self to avoid twisting and allow the Client to move their hands if needed.
<p>Comfort and Positioning:</p> <ul style="list-style-type: none"> ➤ Once completely on receiving surface, Client needs to shift their weight away from the sliding/transfer board to allow for removal of the board. ➤ Client repositions as needed. Place armrest and footrest(s) back in place. ➤ Ensure that Client is comfortable and safely positioned. 	
<p>Managers/Supervisors: ensure all duties are performed in accordance to training on the Safe Work Procedure, established health and safety regulations/guidelines, policies and procedures (e.g. following safe work procedures) to ensure the staff member, co-workers and clients are safe.</p> <p>Staff performing task: perform task in accordance to training on the Safe Work Procedure and established health and safety regulations. Notify Manager or supervisors of all occurrences, injuries, illnesses or safety and health concerns which are likely to harm themselves or others. Ensure work is completed safely for co-worker, client and personal safety.</p> <p>Note: this task will be monitored periodically to ensure compliance and safety</p>	