




SCHIPP.M3.005

SAFE WORK PROCEDURE		SLIDING BOARD TRANSFER SUPERVISED	
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
Potential Hazards Present: 1) Awkward postures during set up possible 2) Microorganism Transmission		Personal protective equipment / devices required / other safety considerations: <ul style="list-style-type: none"> ➤ Sliding Board ➤ Removable/swing away armrests and footrests ➤ Adjustable height bed, if possible ➤ Appropriate Footwear for Client, if applicable ➤ Routine Practices; Additional Precautions as assigned 	
		Training: <ul style="list-style-type: none"> ➤ Initial Orientation and regular review Resources: <ul style="list-style-type: none"> ➤ Follow Manufacturer's Instructions for equipment ➤ SCHIPP.M1.001 Module 1 ➤ Video SCHIPP.RES.809 Supervised Sliding Board Transfer 	
Client Criteria and Supportive Information: <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 arms and trunk. ➤ Has moderate to full balance reactions. ➤ May require verbal cues or set up assistance. ➤ Consult OT/PT for further input regarding transfer method, as indicated. 			
Steps to perform this task safely:			
		Preparing for the Transfer: <ul style="list-style-type: none"> ➤ Position wheelchair so Client is moving to stronger side-if applicable. The chair is parallel to and in contact with edge of bed with footrests removed and armrest closest to bed out of the way. ➤ Ensure bed and chair surfaces are equal in height or receiving surface is slightly lower if possible, so Client does not have to work against gravity. Apply the Sliding Board: <ul style="list-style-type: none"> ➤ Client lifts the leg closest to chair and Caregiver may place sliding board under buttock and thigh. ➤ Board must be placed firmly under buttock as well as on surface to which the Client is moving. 	



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	<p>Client Position:</p> <ul style="list-style-type: none"> ➤ Cue Client to place one hand on top of board toward the receiving surface, the other on the opposite side. ➤ Do not allow Client to grip the edge of the board as may pinch fingers. ➤ Instruct Client to lean forward.
	<p>Client Slides:</p> <ul style="list-style-type: none"> ➤ Client transfers body weight in the direction of movement - half way to the receiving surface. ➤ Client moves hands and completes the transfer. ➤ Client uses both arms, weight shifting with trunk strength and balance to slide and move along the board
	<p>Client Sits:</p> <ul style="list-style-type: none"> ➤ Once on receiving surface, ask Client to weight shift to remove board. ➤ Replace armrest and foot rest(s) as appropriate.
	<p>Comfort and Positioning:</p> <ul style="list-style-type: none"> ➤ Client repositions as needed to ensure stable and comfortable position.
<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>	