
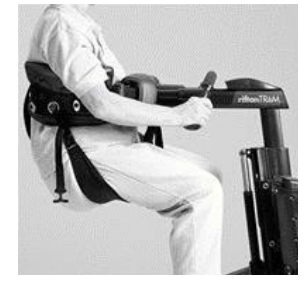




SAFE WORK PROCEDURE		Seated Transfer, Sit to Stand and Gait Training Device ONE MINIMUM ASSIST	
Team Name / Team Lead: SCHIPP Team and Rehab Services, Director of Rehabilitation Services	Approved By:	Date Created: July 26 2017	Review Date: December 20 2017 Revised date: January 2 2018/April 1 2017
<p><b>Potential Hazards Present:</b></p> <ol style="list-style-type: none"> <li>1) If procedure not followed, there is a risk for awkward postures and over exertion, which can lead to a musculoskeletal injury.</li> <li>2) Depending on the workload, repetitive motions may be a factor.</li> <li>3) Client or Caregiver may slip, trip and fall.</li> <li>4) Client may grab or strike from reactive or defensive behavior.</li> <li>5) Microorganism Transmission</li> </ol> <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 these to your supervisor.</p>		<p><b>Personal protective equipment / devices required / other safety considerations:</b></p> <ul style="list-style-type: none"> <li>➤ Rifton Tram™ with strap attachments, weight rating 350 lb.</li> <li>➤ Appropriate Footwear for Caregiver(s) and Client</li> <li>➤ Clothing that allows movement for Caregiver(s)</li> <li>➤ Routine Practices; Additional Precautions as assigned</li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>➤ Initial Orientation on use of Tram</li> <li>➤ Minimum of 3 year review or as required</li> </ul> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>➤ Follow Manufacturer's Instructions for equipment</li> <li>➤ <a href="#">SCHIPP.M1.001 Module 1</a></li> <li>➤ Video <a href="#">Rifton Tram Seated Transfer</a></li> </ul>	
<p><b>Client Criteria and Supportive Information:</b></p> <ul style="list-style-type: none"> <li>➤ Is alert and follows instruction.</li> <li>➤ Minimal trunk strength, may need assist to maintain balance on bed when performing seated transfer. If unable, a total lift should be used.</li> <li>➤ May be able to hold onto handles of machine, but not required</li> <li>➤ Minimal leg strength and OT/PT assessment required to progress to a walking sling where Client is required to be able to step.</li> <li>➤ Prior to using this equipment, a referral should be made to Rehab Services to assess.</li> <li>➤ There may be circumstances when transferring with this equipment that an additional caregiver is needed to assist, such as size of Client, environment, equipment to manage and task. Professional judgement is required to assess the need for one or two caregiver assist based on these factors.</li> </ul>			
<p><b>Steps to perform this task safely:</b></p>			
		<p><b>Preparing for the Transfer:</b></p> <ul style="list-style-type: none"> <li>➤ Apply brakes to chair or bed that Client is sitting on.</li> <li>➤ Remove armrests if sitting in wheelchair or commode.</li> <li>➤ Apply thigh straps by crouching in front of Client and positioning under thighs and at Client's hip. Gray side against the Client's leg.</li> <li>➤ Expand base by pulling lever and wheel towards Client so body support pads are around the Client's rib cage a few inches below the armpits and just above the hips. Apply brakes.</li> <li>➤ Secure back buckle and tighten snugly by pressing on one side of the body support pads with one hand while tightening the belt with the other.</li> </ul>	

	<p><b>Positioning Client:</b></p> <ul style="list-style-type: none"> <li>➤ Attach thigh straps at side of trunk and in front of Tram. Position on correct color based on Client specific assessed locations.</li> <li>➤ Pull the T-handles on the straps snug. If you can stand behind the Client, pull them both evenly at the same time. Straps should be adjusted so that thighs form a 90 degree angle to the Client's trunk during transfer.</li> <li>➤ Unlock the brakes. If Client can hold on, ask them to hold handlebar.</li> </ul>
	<p><b>Seated Transfer:</b></p> <ul style="list-style-type: none"> <li>➤ Using remote, lift Client up off seated surface so feet clear the floor.</li> <li>➤ Holding handles, Caregiver steps back, keeping elbows at sides, avoid twisting, turns and guides Client over to next seated surface so back of legs touch seat and brakes are on seated surface.</li> <li>➤ Once over destination and Client is at the back of the chair, lower client onto the seat, unhook straps from machine and move it out of the way.</li> <li>➤ Remove straps from under Client, attach footrests, if applicable</li> <li>➤ Remove brakes from seated surface.</li> </ul>
	<p><b>Sit to Stand Transfer:</b></p> <ul style="list-style-type: none"> <li>➤ Caregiver can position the thigh straps as above, to lift Client off seated surface.</li> <li>➤ From side of the Client, with back straight, lay out the saddle harness under the Client's buttocks. Lower Client to seated surface and remove thigh straps.</li> <li>➤ With knee on bed or sitting on bed, or crouching beside Client, attach the rear strap to the front hook on the machine and the front strap onto the back of the machine so they are crossed and tightened.</li> <li>➤ Unlock brakes. As you lift Client up enough to weight bear through feet, allow Client to step backward slowly with the Tram.</li> <li>➤ Ask Client to lean forward and hold onto handles.</li> <li>➤ Widen base of machine for stability to practice standing, narrow if Client walking</li> </ul>
	<p><b>Assisting Supported Walking:</b></p> <ul style="list-style-type: none"> <li>➤ When brakes are facing towards the front, the red caster locks can be engaged to assist with steering.</li> <li>➤ Apply brakes. Crouch to pull out caster lock and reapply either on front if assisting with walk from behind, maintaining a feet in a wide base for stability, or lock in the back if assisting/walking from the side or front. A second assist may be required to help with caster lock placement to maintain Client stability.</li> <li>➤ Narrow base and unlock brakes. Steer machine to allow for assisted walking.</li> <li>➤ Using the T-handles, adjust the walking saddle straps to optimally position the pelvis for good walking posture.</li> <li>➤ Remove all straps once Client is seated following transfer or walk.</li> <li>➤ Ensure Client is comfortable and safely positioned.</li> </ul>
<p><b>Managers/Supervisors:</b> 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><b>Staff performing task:</b> 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><b>Note:</b> this task will be monitored periodically to ensure compliance and safety.</p>	