









SCHIPP.M3.003

SAFE WORK PROCEDURE		TRANSFER ONE MINIMUM ASSIST	
Team Name / Team Lead: SCHIPP Team, Regional Director Staff Development, Infection Prevention and Control	Approved By: Vice President – Human Resources	Issue Date: June 29 2016	Review Date: December 20 2017 Revised date: January 2 2018
Potential Hazards: <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>		Personal protective equipment / devices required / other safety considerations: <ul style="list-style-type: none"> ➤ Grab bar, side rails, transfer pole, trapeze bar, raised toilet seat, mobility equipment, receiving surface (bed, w/c, commode), if applicable. ➤ Transfer Belt, unless not advised ➤ Appropriate Footwear for Client and Caregiver ➤ Clothing that allows Caregiver movement ➤ Routine Practices; Additional Precautions as assigned 	
Client Criteria and Supportive Information: <ul style="list-style-type: none"> ➤ Can follow instruction ➤ Has moderate to full arm strength in at least one arm ➤ Has moderate to full trunk strength ➤ Has moderate leg strength in at least one leg with full weight bearing ➤ Requires no more than one minimal assist to achieve lying to sitting to lying ➤ Steps between surfaces safely with no more than minimal balance deficits ➤ Requires verbal cues to ensure safety and/or assistance with equipment and/or clothing. ➤ Transfer belt is to assist Client with transfer, not to lift. No more than 16 kg./35 lb. of force should be used per Caregiver 		Training / Reference Information: <ul style="list-style-type: none"> ➤ Initial Orientation and regular review ➤ Training on Transfer Belt use 	
Steps to perform this task safely:		Resources: <ul style="list-style-type: none"> ➤ Follow Manufacturer's Instructions for equipment ➤ SCHIPP.M1.001 Module 1 ➤ Video SCHIPP.RES.807 One Minimal Assist Bed to Chair 	
		Preparing for the Transfer: <ul style="list-style-type: none"> ➤ Ensure footwear on (or barefoot) and if Client tolerates belt pressure, a transfer belt is securely applied. ➤ If transfer belt is not advised, hand pressure is applied forward and upward to Client's low back when assisting into standing and guiding at back to sit down. 	



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	<p>Position Yourself and Client:</p> <ul style="list-style-type: none"> ➤ Client should be sitting at edge of the chair/bed leaning forward (aiming for nose over toes). For ease of standing, try to have Client's hip height higher than knees.
 	<p>Position Chair and Caregiver:</p> <ul style="list-style-type: none"> ➤ Wheelchair may be positioned away from transfer surface so Caregiver has room to pass through space (hallway), and maintain their position beside the Client throughout. ➤ Caregiver may be positioned between the transfer surfaces, particularly if Client is holding onto a transfer aid (rail, pole) or if space is limited. Caregiver needs to move only within this space, so facing Client from side (weaker side if applicable) when assisting into standing, guide to turn and move to face Client again from the side when assisting to sit. ➤ Caregiver is positioned closely beside Client's weaker side (if applicable), with knee on bed facing Client to avoid twisting. If Caregiver has difficulty with knee on bed, may sit beside Client facing forward. ➤ If Client is sitting on a chair/toilet, Caregiver stands with a wide base, one leg positioned in line with Client's back and front leg at Client's feet. ➤ Caregiver grasps outside of transfer belt loop, anywhere from Client's mid back to opposite hip with closed fist, wrist straight, thumb up and out, elbows tucked in. If hand/fingers are in loops they can get injured if Client falls. Place other hand at front of Client's closest shoulder to assist with balance.
	<p>Client Stands:</p> <ul style="list-style-type: none"> ➤ Count and cue Client to lean forward and ask Client to push/pull up with arms and legs, using aids as appropriate. Discourage Client from holding onto mobility aid to pull up to stand. ➤ Caregiver gives a forward and upward cue with forearm/wrist or hand at Client's low back and assists by weight shifting from back to front leg. If sitting beside Client on bed, stand up together and turns to face Client at side.
	<p>Client Turns:</p> <ul style="list-style-type: none"> ➤ Client takes a moment to regain balance then steps to turn while Caregiver remains close guiding with transfer belt, stepping with Client, using a mobility aide to assist if appropriate. <p>Client Sits:</p> <ul style="list-style-type: none"> ➤ Seat of receiving surface should be felt against back of Client's legs prior to sitting. Cue to lean forward and reach for armrests. ➤ Caregiver stands beside seated surface with back leg near backrest of seat. ➤ Client sits, as Caregiver guides by holding the transfer belt and supporting at Client's shoulder and weight shifts from front to back leg. ➤ Transfer belt removed if used. Ensure Client is comfortable and safely positioned at back of seating surface.
<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>	