




SCHIPP.M3.002

SAFE WORK PROCEDURE		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"> ➤ Grab bar, side rail, transfer pole and/or trapeze bar, raised toilet seat, mobility aid, if applicable ➤ Appropriate Footwear for Client and Caregiver. ➤ 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 	
Client Criteria and Supportive Information: <ul style="list-style-type: none"> ➤ Can follow instructions ➤ Has moderate to full arm strength in at least one limb. ➤ Has full trunk strength ➤ Has full leg strength in at least one limb with full weight bearing. ➤ Steps or pivots independently with reliable balance. ➤ Requires verbal cues and/or set up of equipment to assist with a safe transfer 			
Steps to perform this task safely:			
		Prepare for the Transfer: <ul style="list-style-type: none"> ➤ Position equipment (bed and/or chair) so that there is enough room to maneuver. ➤ Appropriate footwear is in place prior to transfer (could be bare foot). ➤ Client should be sitting at edge of the bed leaning forward feet on floor, (nose over toes). ➤ For ease of standing, get hip height higher than knee height. ➤ If wheelchair used, position at an angle close to Client. ➤ Have Client move to stronger side, (if applicable) and when possible. 	



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Client Stands:

- Client pushes up from bed/assistive devices if applicable.

Client Turns:

- Client may take a moment to regain balance, turn and reach for arm rest of wheelchair/chair or continue walking.
- Client may use a walker/cane to assist with stepping and is used by Client once Client is standing.
- Client turns until seat is felt at back of legs.

Client Sits:

- Client reaches back to armrests and sits to back of seat by leaning forward.
- Caregiver may stand beside seated surface as a precautionary measure only.



Comfort and Positioning:

- Ensure Client is comfortable and safely positioned.
- Repeat steps to go back to bed. Lower bed surface (if able) to be at level of Client's knees so Client can sit back further to middle of bed for better positioning prior to lying down.

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.

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.

Note: this task will be monitored periodically to ensure compliance and safety