








SCHIPP.M3.004

SAFE WORK PROCEDURE		TRANSFER TWO 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 Present: <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 Caregivers 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), as applicable ➤ Transfer Belt, unless not advised ➤ Appropriate Footwear for Client and Caregivers ➤ Clothing that allows Caregivers movement ➤ Routine Practices; Additional Precautions as assigned 	
Client Criteria and Supportive Information: <ul style="list-style-type: none"> ➤ Can follow instruction/cueing. ➤ Has moderate arm strength in at least one limb. ➤ Has moderate to full trunk strength with minimal to moderate balance deficits ➤ Has moderate to full leg strength and weight bearing in at least one limb and can step between surfaces. ➤ 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. Consult Rehab Services for use with Client of bariatric size. ➤ Caregivers should not grasp the Client or their clothing. If the Client requires the Caregivers to hold their hand, offer a fist and it should be for cueing and guidance only, possibly if a Client has cognitive difficulties. 		Training / Reference Information: <ul style="list-style-type: none"> ➤ Initial Orientation and regular review ➤ Minimum of 3 year review or as required Resources: <ul style="list-style-type: none"> ➤ Follow Manufacturer's Instructions for equipment ➤ SCHIPP.M1.001 Module 1 ➤ Video SCHIPP.RES.808 Transfer Two Minimum Assist 	
Steps to perform this task safely:			
		Set Up: <ul style="list-style-type: none"> ➤ Ensure footwear on (or barefoot) and apply transfer belt. ➤ If transfer belt is not advised or difficult for both Caregivers to hold loop, hand pressure is applied forward and upward to Client's low back to assist to stand. ➤ Wheelchair may be positioned to allow floor space so Caregivers can maintain their position beside the Client and weight shift to assist Client to sit. ➤ Client should be sitting at edge of the chair/bed leaning forward (aiming for nose over toes). For ease of standing, try to get hip height higher than knee height. 	



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	<p>Position Yourself and Client:</p> <ul style="list-style-type: none"> ➤ Caregivers are positioned close at the side of the Client with knee on bed facing Client or sit beside Client and stand together, avoid twisting. If Client is sitting on a chair/toilet, Caregivers stand facing Client on each side, with a wide base, knees and hips bent, one leg positioned in line with Client's back and front leg beside Client's feet. ➤ Client's hands are placed on arm rests, seated surface, or own thighs to push. ➤ Caregivers grasp transfer belt loops on opposite hip areas, 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. ➤ Caregivers' arms are crossed in order to apply pressure at middle of Client's low back. Other hand may be placed at front of Client's shoulders to assist with balance.
	<p>Client Stands:</p> <ul style="list-style-type: none"> ➤ On specified count, cue Client to lean forward and ask Client to push with arms and legs. Discourage Client from holding onto mobility aid to pull up to stand. ➤ Caregivers give a forward and upward cue with forearm/wrist or hand at Client's low back and assist by weight shifting from back to front leg. ➤ If sitting beside Client on bed, cue with hand on belt at low back and stand up together. Caregivers turns to face Client from the side, putting hand on Client's shoulders to assist with balance.
	<p>Client Turns:</p> <ul style="list-style-type: none"> ➤ Client takes a moment to regain balance then may be given mobility aid and step to turn, leading with the stronger side. Caregivers remain close, guiding with transfer belt. ➤ Client may find it easier to step forward rather than turning. Caregivers may have Client step forward far enough for transfer surface to be moved in position behind Client.
	<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. ➤ Caregivers stand facing seated surface from the side, with back legs in line with backrest of seating surface. Client sits as Caregivers guide, holding transfer belt and supporting at Client's shoulders, and weight shift from front to back legs.
	<p>Comfort and Positioning:</p> <ul style="list-style-type: none"> ➤ Caregiver removes transfer belt, if applicable ➤ Ensure Client is comfortable and safely positioned at back of chair.
<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>	