







SCHIPP.M3.007

SAFE WORK PROCEDURE		TURNING DISC TWO MINIMUM ASSIST TRANSFER	
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: <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 these to your supervisor.</p>		Personal protective equipment / devices required / other safety considerations: <ul style="list-style-type: none"> ➤ Transfer Belt, unless not advised ➤ Turning disc ➤ Appropriate Footwear for Caregivers and Client ➤ Clothing that allows movement for Caregivers ➤ Routine Practices; Additional Precautions as assigned 	
Client Criteria and Supportive Information: <ul style="list-style-type: none"> ➤ Is cooperative and follows instruction. ➤ Has moderate to full trunk strength. ➤ Has moderate to full arm strength in at least one hand/arm. ➤ Has moderate to full weight bearing in at least one leg. ➤ Stands securely on disc with minimal to moderate balance deficits. ➤ Able to pull to stand with one minimum assist. ➤ Requires no more than minimal assist from two Caregivers. 		Training: <ul style="list-style-type: none"> ➤ Initial Orientation and regular review ➤ Training on Transfer Belt Use Resources: <ul style="list-style-type: none"> ➤ Follow Manufacturer's Instructions for equipment ➤ SCHIPP.M1.001 Module 1 ➤ Video SCHIPP.RES.811 Turning Disc Two Minimum Assist 	
Steps to perform this task safely:			
		Preparing for the Transfer: <ul style="list-style-type: none"> ➤ Ensure Client has on appropriate footwear ➤ Apply transfer belt. If transfer belt is not advised, hand pressure is applied forward and upward to Client's low back when assisting into standing. ➤ Position wheelchair for easy access after turning on the disc. ➤ Position disc with Client's feet securely on surface. 	



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	<p>Position Client:</p> <ul style="list-style-type: none"> ➤ Have Client place hands on handle, top or bottom whichever is most comfortable. Bottom handle height should be adjusted so that it is approximately at Client's waist height in standing. Second Caregiver holds the opposite handle. ➤ Disc should be fully visible in front of transfer surface. ➤ If transfer from bed, first Caregiver has one knee on bed or is sitting beside Client and holds transfer belt on far side, thumb out. If transferring from a chair, stand facing Client from the side, with a wide stance, knees bent. ➤ Second Caregiver stands facing Client in a wide base of support with hips/knees bent, one foot on brake and both hands on handle.
	<p>Assist to Standing:</p> <ul style="list-style-type: none"> ➤ On specified count, Client pulls self to stand, as first Caregiver applies forearm/wrist pressure to low back of Client and weight shifts forward. ➤ Once Client balanced, second Caregiver releases brake and turns disc while first Caregiver guides Client using transfer belt.
	<p>Transfer to Chair:</p> <ul style="list-style-type: none"> ➤ Once Client is positioned, first Caregiver places receiving surface behind Client, ensuring it is felt against back of legs. ➤ First Caregiver stands beside seated surface with back leg slightly behind rear of seating surface. ➤ Second Caregiver reapplies brake, returns to a wide stance holding handle to stabilize turning disc. ➤ On specified count, assist Client to sitting position. Client may reach back with one hand to armrest. Second Caregiver continues to hold handle and keep foot on brake. First Caregiver weight shifts back while guiding Client with transfer belt to back of seat.
	<p>Transfer to Bed:</p> <ul style="list-style-type: none"> ➤ Position disc prior to transfer, it needs to be close enough and high enough at bedside so Client is in correct position once lying down.
	<p>Comfort and Positioning:</p> <ul style="list-style-type: none"> ➤ Caregivers remove the turning disc, assist Client's feet off it needed. ➤ Remove transfer belt. ➤ Ensure Client is comfortable and safely positioned.
<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>	