



11a. Assisted sliding board transfer - bed to chair and chair to bed 1 worker

How to use this form:

This procedure must be reviewed for appropriateness in the immediate workplace by the supervisor/manager in consultation with the staff doing the task.

Staff contributing to the review of the procedure for the immediate workplace:

Date:



Identified risks for this task	Risk controls
<ol style="list-style-type: none"> 1. Client unable to support most or all of their body weight throughout the transfer. Client has no upper body balance or control. Client has heavy legs that require lifting or moving. 2. Uneven bed and chair height. 3. Brakes on bed and chair not applied during transfer. 4. Incorrect positioning of sliding board and wheelchair. 5. Worker not trained in manual handling principles and techniques which support the safe application of this procedure. 6. Worker not trained/instructed in this safe work procedure.. 	<ol style="list-style-type: none"> 1. Check Client Manual Handling Plan. Use alternative procedure. 2. Ensure bed and chair height are even. 3. Apply brakes to bed and wheelchair. 4. Position wheelchair and sliding board as per this procedure. 5. Worker should receive training/instruction in the principles of manual handling to safely perform this task. 6. Worker must receive appropriate on site training/instruction in this procedure prior to performing this task.
<p>Ongoing review requirements</p> <ul style="list-style-type: none"> • Review the relevance and currency of this procedure to the client as part of the client review process. • If an injury/incident occurs relating to this particular task. • If changes are made to the workplace that may affect implementation of this procedure. 	<p>Reviewed by:</p> <p>Reason for review:</p> <p>Review date:</p> <p>Manager's Signature:</p> <p>Date:</p>

Please turn over for Task Steps...



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Only use this procedure for clients who can assist and support most or all of their body weight throughout the task.

TASK STEPS

Preparation

1. Position the wheelchair next to the bed and as close to the bed as possible. Ensure the wheelchair is positioned so that the client will be seated in the correct location on the bed once they have transferred. Position the wheelchair so the client transfers towards their strongest or preferred side.
2. Ensure the wheelchair is positioned in its longest wheelbase i.e with the longest side of the front castors facing directly forward.
3. Adjust the bed height to be even with the height of the wheelchair. Bed height can be slightly lower than the wheelchair to enable gravity to assist if required.
4. Apply brakes to the bed and wheelchair.

Doing the task

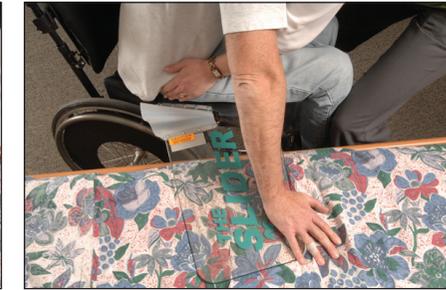
Positioning the Sliding Board

1. Assist the client to move forward in the chair (see 1a Moving Forward on a Chair). Worker to stabilise wheelchair as required. The worker can position one knee between the client's knees to brace the cushion so it does not slide forward. The client should be far enough forward so they will slide in front of the wheelchair tyre.
2. Remove the wheelchair armrest on the side the client is transferring towards.
3. Clients transfer with their legs in various positions. These may include, having both legs on the bed, both legs on the footplates/floor, or one leg on the bed and one leg on the footplate. Assist to position the client's legs as required.
4. The worker stands in front of the client in a wide stance. Maintain the three natural curves of the spine. Soften (the knees), Sink (at the hips) and Stabilise (the pelvic floor and lower abdominals).



Please turn over for Task Steps continued...

5. Ask the client to lean away from the side they are going to transfer to. This gets the weight out of the buttocks. The client supports their weight in this position whilst the worker positions or assists to position the sliding board. The board is positioned under the sitting bone by sliding it under at an angle. The board must be flat and just in front of the tyre.
6. The client returns to the upright position.
7. The client positions one hand onto the bed end of the sliding board and the other hand on the chair near their hip or on the wheelchair armrest.



Sliding Wheelchair to Bed

1. The worker stands in front of the client in a wide stance. Maintain the three natural curves of the spine. Soften (the knees), Sink (at the hips) and Stabilise (the pelvic floor and lower abdominals).
2. The client leans forward “nose over knees’, looks up over the worker’s shoulder and leans away from the direction of travel. This keeps the weight out of the buttocks they are trying to move.
3. The worker uses the cues “READY, BRACE, SLIDE”.
4. On ‘SLIDE’ the client’s buttocks leads the movement across the board.
5. The worker provides guidance as required and should not move most or all of the client’s weight unaided. Assistance can be provided by stabilising the board and/or assisting the client at the hips or assisting the client to balance by supporting the shoulders as they slide.
6. The slide is completed in two movements. Both the client and the worker re-position themselves after the first slide. (The client repositions their hands so one is on the bed and the other on the chair end of board.) The worker should remain facing the client to complete the slide. Assist as in step 5.
7. Ensure the client is positioned far enough onto the bed before removing the board. To remove the board ask the client to lean away from the side the board is to be removed from. Worker or client removes the board.
8. Release wheelchair brakes and remove chair.



Please turn over for Task Steps continued...

Positioning on the Bed

1. Assist the client to position their legs onto the bed as required. The worker stands in front of the client in a wide stance, maintains the 3 natural curves of the spine Softens (the knees), Sinks (at the hips) and Stabilises (the pelvic floor and lower abdominals).
2. Assist the client to lie on the bed as required (see 8c and 8d Lying to Sitting and Sitting to Lying – 1 Worker).
3. Re-position the wheelchair as close to the bed as possible if required. Apply brakes.

Transfer Bed To Wheelchair

Preparation

1. Adjust the bed height to be even with the height of the wheelchair. The bed can be slightly higher than the wheelchair to enable gravity to assist if required. Apply bed brakes.
2. Assist the client from lying to sitting (see 8c and 8d Lying to Sitting and Sitting to Lying - 1 Worker)
3. Position the wheelchair next to and as close as possible to the bed. Ensure the wheelchair is positioned on the client's preferred or strongest side. When the client is sitting on the edge of the bed the wheelchair will be in line with the client's buttocks.
4. Ensure the wheelchair is positioned in its longest wheelbase i.e with the longest side of the front castor facing directly forwards.
5. Apply wheelchair brakes.
6. Clients transfer with their legs in various positions. These may include: having both legs on the bed; both legs on the footplates/floor; or one leg on the bed and one down on the footplate. Assist to position the client's legs as required.



Please turn over for Task Steps continued...

Doing the task

Positioning the Sliding Board

1. The worker stands in front of the client in a wide stance. Maintain the three natural curves of the spine. Soften (the knees), Sink (at the hips) and Stabilise (the pelvic floor and lower abdominals).
2. Ask the client to lean away from the side they are going to transfer to. This gets the weight out of the buttocks. The client supports their weight in this position whilst the worker positions the sliding board. The board is positioned under the sitting bone by sliding it under at an angle. The board must be flat and just in front of the tyre.
3. The client returns to the upright position.
4. The client positions one hand onto the sliding board and the other hand on the bed near their hip.

Sliding Bed to Wheelchair

1. The worker stands in front of the client in a wide stance. Maintain the three natural curves of the spine. Soften (the knees), Sink (at the hips) and Stabilise (the pelvic floor and lower abdominals).
2. The client leans forward “nose over knees’, looks up over the worker’s shoulder and leans away from the direction of travel. This keeps the weight out of the buttocks they are trying to move.
3. The worker uses the cues “READY, BRACE, SLIDE”.
4. On ‘SLIDE’ the client’s buttocks leads the movement across the board.
5. The worker provides guidance as required and should not move most, or all of the client’s weight unaided. Assistance can be provided by stabilising the board and/or assisting the client at the hips or assisting the client to balance by supporting the shoulders as they slide.



Please turn over for Task Steps continued...

6. The slide is completed in two movements. Both the client and the worker re-position themselves after the first slide. (The client repositions their hands so one is on the wheelchair and one on the bed end of board.) The worker should remain facing the client to complete the slide. Assist as in step 5.
7. Ensure the client is positioned far enough onto the wheelchair before removing the board. To remove the board ask the client to lean away from the side the board is to be removed from. Worker or client removes the board.
8. Replace wheelchair armrest.
9. Release wheelchair brakes and remove chair from the bed side.



Positioning in wheelchair

Assist the client to adjust their position as required (see 10b Positioning in a Chair from the Side – 1Worker).