

Adult Care Connections

Safe Transfer Program Checklist

Checklist for Starting and Running a Safe Transfer Program

Getting Ready

Have we gathered the information we need?

An effective plan depends on having all the facts: records, observations, interviews with staff, and a thorough understanding of the ergonomic stressors, disincentives to safe lifting, and potential hazards.

Are the right people on our planning team?

Assembling the right core group is key. These are the people who will help you define your goal, in concrete terms. Your safety coordinator and representatives from all departments work together to identify problems and solutions.

Have we defined our goals?

“Implementing and sustaining a safe lifting and transfer program” is the overall goal...and is the jumping off point for a more detailed statement of the components of your policies. What specific changes do you need to make on the organizational, policy and practical levels?

Going Operational

Are we on course?

Keep track of your progress. Are safe lifting and transfer policies consistently enforced? Is the trend toward increasing acceptance and compliance?

Are we educating and motivating staff?

Effective training, ongoing education, and a positive, empowering program help staff feel their expertise is respected and taken into account. Staff commitment comes from knowing that safe lifting is the best thing for resident, for your organization, and for themselves. (Remember that all staff members could potentially be involved in a lifting situation!)

Are we providing the equipment our staff need?

The key is to offer an alternative to every instance of manual lifting. Some devices, such as sliding boards and pivot disks, are relatively inexpensive. More expensive equipment can quickly pay for itself through lower insurance premiums, reduced time loss due to injuries, and a happier, more energized staff.

Do we make careful equipment purchases?

Don't just run out and buy lift equipment. Research the options, try out gear, and let employees have input in the selection process. Staff is more likely to consistently use equipment that they are comfortable with. "Try before you buy" is an important motto, and vendors should be willing to bring in equipment and give you a free trial.

Is staff clear about the needs of each resident?

The resident's written care plan should include specific transfer-assistance information, degree of assistance required, and any other pertinent information. This information should be easily available to staff. A color-coded system displayed at bedside is an additional option.

Do we have a medical management program in place?

When injuries do occur, policies and procedures should be in place to ensure that they are properly reported and treated, as needed; steps should also follow to identify and deal with the causes and risks involved.

Staying on Course

Do we schedule regular trainings?

The key to sustaining the program is ongoing training, continued in-service and education-----for old and new staff, as well as residents and family.

Does our training program include hands-on demonstrations and practice with equipment?

The best way to learn is to do...so you want your staff to practice the correct procedures, under the supervision of the right instructor. All staff members should be clear about facility policy and expectations.

Do we consider residents' rights in every step of our program?

Lifting and repositioning residents with mechanical devices is safer for residents as well as employees. Resident dignity and independence should be considered in every step of the program—in training, and in practice. Letting residents (and family, when appropriate) know what the equipment is and what is happening is an important step.

In-Service Presentation Outline

Dates, times: _____

Location: _____

Persons Expected to Attend: _____

Presenter(s): _____

Training Goals:

1. To introduce safe lifting and transfer procedures
2. To provide a background on musculoskeletal disorders (MSDs)
3. To promote understanding and acceptance of staff's role in reducing and eventually eliminating manual lifting of residents
4. To promote teamwork and cooperation

Materials and Equipment

Smart Move! Video program

TV/VCR

Copies of handouts/activity sheets

Lift/transfer equipment for hands-on demonstrations

Other:

Presentation Outline

1. Introduction
 - a. Presenter(s)
 - b. Program purposes and goals
 - c. Topics to be covered
2. Watch Smart Move videotape
3. Discussion (see DISCUSSION QUESTIONS, page 9, for sample discussion questions and topics)
4. Skills Building: role playing, demonstrations, practice. Focus on situations, procedure, equipment, and body mechanics.
5. Employee Self-Assessment Quiz
6. Wordfind (take-away)

Discussion Questions

<p>The videotape makes these points: “No one cares about our back as much as you do.” Back injuries do not heal easily...and it is much easier to prevent than heal a back injury.</p>	<p>What types of back injuries are common to health care workers?</p> <p>Have you ever injured your back? What were the circumstances?</p> <p>What was the impact on your life? Your work?</p> <p>What other musculoskeletal disorders (MSD's) could result from manual lifting?</p>
<p>The videotape makes this point: Resident transfers are an important part of your job.</p>	<p>What role do safe, smart transfers play in your work?</p> <p>Are the risks and opportunities clear to you and your team?</p> <p>How do safe transfers affect you? The Residents? Co-workers?</p>
<p>The videotape makes the point: Back injuries are common in the healthcare setting.</p>	<p>What kind of circumstances could cause a back injury to occur?</p> <ul style="list-style-type: none">• Lifting and transferring?• Assisting a resident with bathing or toileting?• When a resident takes an unexpected fall?• When a usually stable resident experiences a change of health status?
<p>The videotape makes the point: Nursing assistants are often the first to notice a change in a resident's condition and need to know how to report changes.</p>	<p>What kind of changes in condition would make a difference in lifting/transfer procedure for an individual resident?</p>
<p>The videotape makes the point: Effective communications include communicating with the resident.</p>	<p>What can you do to make the patient comfortable and feel secure:</p> <p>Can you share some examples of times when you've faced resistance to using equipment? From staff, resident, family? What did you do?</p> <p>What are the special considerations if a resident is combative?</p>
<p>The videotape makes the point: Frontline workers need to know how and when to use the transfer equipment available in our facility.</p>	<p>What transfer equipment is available in our facility? Is everyone trained and checked out on the equipment?</p> <p>Is available equipment not being used? If so, why? And what can we do to change that?</p>

Wordfind Puzzle

Use this wordfind game as a way of reviewing what you've learned during our presentation on safe resident transfers. The words in ALL CAPS are hidden in the puzzle at right. Can you find them all? Be sure to look up, down, across, backwards, and diagonally.) The solution is upside down at the bottom of this page.)

Nursing ASSISTANTS are often the first to note a change in a resident's CONDITION.

Using good body MECHANICS is an important part of ERGONOMISCS.

Let your legs do the LIFTING, not your back.

COMMUNICATE with the PATIENT to REASSURE him or her.

Discuss your CONCERNS with the REHABILITATION team.

Some common TRANSFER aids and lifting equipment are: GAIT BELTS, transfer disks, REPOSITIONING sheets, SIT-TO-STAND lifts and TOTAL LIFTS.

Using equipment prevents doing transfers MANUALLY.

HANDS ON practice is important to be FAMILIAR with EQUIPMENT.

Check the CARE PLAN before starting a transfer.

Safe transfers are best for you, the RESIDENT, and your CO-WORKERS.

F R D D N O S D N A H
 T O T A L I I F T S G
 F R E F S N A R T A H
 D H X S M M S N I U V
 G W G A I Q A T U G K



C G D L H T B U G N I T F I L V S T
 Z Y I Q S E T A C I N U M M O C O C
 A A C I L J I S P N O I T I D N O C
 R B S T O Q H I C O S G R B L U M T
 M S S N O I T A T I L I B A H E R N
 A J L E T V Q N T T M Z U M A L C R
 N Z V R N E E T Z I S O D B A R F K
 U T S U E D O U Z S C I N A H C E M
 A N F S I S Y P S O R S D O N D B Y
 L U M S T T N E M P I U Q E G X H N
 L H E A A O S N R E C N O C G R G P
 Y R N E P J U C A R E P L A N V E K
 Q D E R C O W O R K E R S K S S J W

ASSISTANTS	CO-WORKERS	LIFTING	REPOSITIONING
CARE PLAN	EQUIPMENT	MANUALLY	RESIDENT
COMMUNICATE	ERGONOMICS	MECHANICS	SIT-TO-STAND
CONCERNS	FAMILIAR	PATIENT	TOTAL LIFTS
CONDITION	GAIT BELTS	REASSURE	TRANSFER
	HANDS ON	REHABILITATION	

RESIDENT/FAMILY HANDOUT

Safety During Resident Transfers in a High Priority

Doing transfers carefully and involving the resident as much as possible help prevent injury to both resident and staff. You will see a wide variety of transfer aids and equipment in use at our facility. If you have questions or concerns about any of these items, staff will be happy to explain their use and why their use is so important to everyone's safety.

As a Resident, You Have a Part to Play

In general, we ask this of residents:

- Be aware of how important safety is during every resident transfer.
- Participate, if you are able to; that includes:
 - Ask questions if there's something you don't understand.
 - Let staff know if there are changes in how you're feeling or how much you can do on your own.
 - Move on the court of three, as fully as you are able.

Your care team may have further suggestions or requests based on your unique situation and care plan.

Some General Safety Tips for Family Members

- Use good body mechanics.
- Think through each step of a transfer before you begin.
- If there are brakes, set them first, then help your loved one.
- Take advantage of safe transfer equipment available for home use.
- Consider a home safety inspection and safety modifications, if needed.

These general suggestions are only a starting point. Please don't hesitate to ask questions. Discuss safe transfer in connection with discharge or time spent away from the facility. Above all, plan every step you take as a caregiver with safety in mind—your own, as well as your loved one's.

Notes: _____

Answers to Post-Test

Multiple Choice

1. D
2. C
3. D
4. D
5. A

True/False

6. False – Residents should participate as fully as their physical and mental abilities permit.
7. True – When residents are not sleeping, it's important for them to be as active as possible.
8. True – Reading the manufacturer's instructions is important. But for most workers, actually practicing "hands on" after someone shows you how is the best training you can get.
9. True – Nursing facility staff have a higher rate of back injury than most other jobs.
10. False – Back injuries can take a long time to get better.

Matching

11. D
12. E
13. B
14. G
15. F
16. A
17. C

Fill in the Blanks

18. brake(s)
19. ergonomics
20. prevent
21. body
22. close