



## **Training Guide Patient Transfer System**



### **Introductory Phase Introduction and Statement of Intent**

1. The Lateral Transfer System is designed to provide a safe process to complete lateral transfers.
2. Lateral transfers have been identified as one of the high risk activities involving patient handling. The proper selection and use of equipment, along with ergonomic training and education of staff will help minimize this risk.

### **Discussion Points**

1. Initiate a group interaction/discussion on the importance of the Safe Patient Handling and Movement Program.
2. Increasing numbers of health care provider injuries related to patient handling and movement.
3. Significant cultural changes in the practice of providing direct patient care (where does Safe Patient Handling and Movement rank).

## **Review of the Lateral Transfer System**

1. Discuss and identify parts of Lateral Transfer System

- Transfer Bar
- Transfer Bar Brackets
- Transfer Bar Straps
- Transfer Sheets

## **Conducting a Lateral Transfer Folding the Sheet**

1. For safety reasons it is recommended that more than one care giver be available when performing all patient lifts or lateral transfers.
2. Ask for assistance from volunteer to assist in folding the sheet. Keeping each fold about six inches in width (if the sheet is folded neatly placement will go much smoother).
3. Leave about a six inch flap of sheet at the end, this flap is for placement of patient's head.
4. Place patient in a supine position unless medically contradicted.
5. Take the folded sheet and place it underneath patient, ensuring the folded part of sheet is underneath the patient's shoulders (this can be accomplished by gently rocking transfer sheets side to side with the assistance of another care giver – allow the patient to assist as much as possible).



## **Placing the Transfer Sheets underneath the patient**

1. Ask for a volunteer to help with placement of the pre-folded transfer sheets from head to toe.
  - Application is accomplished by pulling folded part of transfer sheets with quick lateral motions (in unison).
2. Share the tips below with learners to facilitate placement of Transfer Sheets:
  - Place bed or chair at good working height
  - Neatly folded transfer sheets will facilitate placement
  - Anchor upper hand to mattress
  - Lower hand remains on mattress throughout process
  - *Pull folds in quick, straight/lateral, and in unison*
  - If resistance is encountered at patient's trunk resist urge to jerk and either continue to pull or rock from side to side (see photo)



**(To enhance patient comfort transfer sheets should be placed beneath the linen.)**

## **Attaching straps to Transfer Bar/Transfer Sheet**

1. Remove straps from storage pack and demonstrate proper application to Transfer Bar/Sheet (proper placement of straps is important - feet, hips, waist, shoulder/head).

- Point out the different parts of Velcro straps (two pieces of 6 inch Velcro and the single piece two inch Velcro). The two inch piece serves as a reference point and is placed into the integrated handles of the transfer sheet. (see photo)



- The other end of the strap should be attached to the sliding collar of the transfer bar (try to set equal tension between all straps).
- Attach straps to integrated handles of transfer sheet/sliding collars. (if straps are applied in the correct manner they will roll up the transfer bar neatly during transfer)

### **Assembly of Lateral Transfer System**

1. Bring stretcher alongside bed.
2. Engage brake of stretcher.
3. Set stretcher two inches lower than bed.
4. Place brackets into position.
  - Brackets are placed in position by inserting into IV pole sockets on bed or stretcher.
- (The grooves in the bracket mounts **DO NOT** hold bar flange)
5. Mount transfer bar in brackets with handle end at feet (press the two silver buttons and walk bar up to other bracket).
6. Place straps in position and attach to transfer bar (attach straps with equal tension).

- Transfer Bar should be carried with knob end up to prevent handle from releasing and becoming damaged or causing injury.
- Carefully demonstrate proper carry method and potential mishap.

### **Using the Versacare bracket**

A special bracket must be used at the head of the Versacare bed to accommodate the height and offset differences posed by the new design. The Barton Medical Corporation Versacare Bracket is significantly longer and has a much larger spacer to address the above noted issues. (see photo)



1. Use the attached pin (see photo) to adjust bracket height allowing the Versacare bed to be placed at an appropriate level for the lateral transfer.





2. Insert the Versacare bracket in IV pole socket at head of the bed only (see below).



3. Raise the **SIDE RAIL** at the **FOOT** of the bed on the side brackets are to be mounted as an added safety measure.
4. Insert regular bracket in IV pole socket at the foot of bed.
5. The transfer bar can now be mounted in the brackets as previously instructed (the health care provider should be able to position the bed to allow for a safe and comfortable lateral transfer).

**(Health care providers are encouraged to experiment with height of bracket and bed)**

## **Lateral Patient Transfer**

1. For safety reasons it is recommended that more than one care giver be available when performing all patient lifts or lateral transfers.
2. Perform safety check – checking brakes, straps, pillow, and status of therapeutic or monitor lines.
3. Inform patient of nature and intent of procedure.
4. Remove handle from transfer bar and break at jointed intervals.
  - Keep the crank handle at right angles.
  - Crank with a steady rhythmic motion (avoid hesitating or stopping).
5. Upon completion of transfer disassemble Mechanical Lateral Transfer System.
  - Replace handle.
  - Disconnect straps from transfer sheet/bar and store properly.
  - Demonstrate lifting head end out of the bracket and walking it until it clicks for storage (retracting).
  - Remove bar/brackets and store properly.
  - Transfer Bar can be stored with straps attached if desired.
6. Remove transfer sheet from under patient  
(if the patient is going to experience multiple transfers in a relatively short period of time the transfer sheets can remain under the patient – patient should not be left unattended while on transfer sheets)



- Reach under patient's ankles and fold sheet onto itself
- Demonstrate the short pull technique

- Pull from foot to head at a 45° angle away from body (sheet slides against sheet preventing shearing of skin)
7. Release brakes, pull stretcher away from bed and re-apply brakes.

## **Debrief/Review**

1. Discuss previous evolution, focusing on patient and healthcare provider safety. Review parts of the Lateral Transfer System.
2. Allow attendees opportunity to apply knowledge with equipment, carefully supervise process and provide feedback to attendees.

## **Assessment Phase**

### **Assessment**

1. Present attendees with short five question test.
2. Conduct skills review and sign/present competency sheets