



Lateral Transfer System User Guide



1. For safety reasons it is recommended that more than one care giver be available when performing all patient lifts.
2. Ask for assistance in folding the sheets from another caregiver. 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 contraindicated.
5. Take the now folded sheet and place it underneath patient, insuring the folded part of sheet is underneath patient's shoulders (this can be accomplished by gently rocking transfer sheets side to side – allow the patient to assist as much as possible).



Placing the Transfer Sheets underneath the patient

1. With assistance from another caregiver apply the folded transfer sheets from head to toe.

- Application is accomplished by pulling the folded part of transfer sheets with quick lateral motions (in unison). On the count of 1-2-3>unfold
- 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 continue to pull or rock from side to side

(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 (place straps at feet, hips, waist, and shoulder/head).
 - Note 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 in the manner demonstrated). (See photo)



- The other end of the strap should be attached to the sliding collar of the transfer bar (set equal tension between all straps).
- Attach straps to integrated handles of transfer sheet/sliding collars.
(Correctly applied straps 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 (try to 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.

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.



1. Use the attached pin (see below) to adjust bracket height allowing bed to be placed at an appropriate level.



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



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.
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.
 - Lift head end out of the bracket and walk toward the foot end until it clicks.

- 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)

REMOVAL OF THE SHEETS



- Reach under patient's ankles and fold sheet onto itself
- Remove sheets with short controlled pulls
- Pull from foot to head at a 45° angle away from body (sheet slides against sheet preventing shearing of skin)
- Release brakes, pull stretcher away from bed and re-apply brakes