

LOCATION	WRITTEN BY	APPROVED BY	DATE CREATED	LAST REVISION
All Schools	Lorie Carriere	Physical Therapists	August 15, 2012	April 3, 2017

PERSONAL PROTECTION EQUIPMENT (PPE)	ADDITIONAL REQUIREMENTS
<ul style="list-style-type: none"> <li>• Appropriate footwear must be worn. Shoe must be fully enclosed. No open toed shoes or sandals.</li> <li>• Long and loose hair should be tied back to prevent it from being grabbed or coming into contact with the students face.</li> <li>• Hygienic sling</li> <li>• Disposable gloves (worn during toileting / changing)</li> <li>• Disposable wipes</li> <li>• Portable lift</li> </ul>	<ul style="list-style-type: none"> <li>• Safe Lifting</li> <li>• Operation of the portable lift</li> <li>• NVCI – managing reactive / defensive behaviors</li> </ul>

HAZARDS PRESENT	
<ul style="list-style-type: none"> <li>• If the procedure is not followed, the task has the potential for awkward postures and overexertion which can increase the risk of back or upper limb (fingers to shoulder) **MSI injury.</li> <li>• Grabs / strikes from reactive or defensive behavior</li> <li>• Blood-borne pathogens/bodily fluids</li> <li>• Slip and fall</li> </ul>	<p>**Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, color changes, numbness/tingling, and loss of movement or strength in a body part. Workers must inform their supervisor if they experience these or other signs and symptoms so the work tasks can be re-assessed by the supervisor or physical therapist.</p>

SUPPORTIVE INFORMATION
<ul style="list-style-type: none"> <li>• Student may be unable to weight bear or risk factors are present which threaten the safety of a manual transfer or use of a sit-stand lift.</li> <li>• A minimum two person team is required for any transfers with a mechanical lift. More than 2 staff may be required when the following indicators are present: <ul style="list-style-type: none"> <li>○ Patient/resident is obese/rotund in the abdomen or overly tall</li> <li>○ Low/high muscle tone</li> <li>○ Behaviour that interferes with care</li> <li>○ Patient care equipment or devices e.g. casts on extremities, IV poles</li> <li>○ Recent hip or lower limb surgery to maintain alignment.</li> </ul> </li> </ul>

**SAFE WORK PROCEDURE**

**PRE-LIFT NOTES :**

Before lifting, remember the following!

- The need for one or more caregivers must be determined from case to case.
- Plan the lift carefully to ensure that it is performed as safely and conveniently as possible.
- Never lift a patient higher above the underlying surface than is necessary for the lifting and transfer procedure.
- Check to ensure that the patient is sitting securely in the sling before starting the transfer.
- Never leave a patient unattended during a lifting situation.
- Make sure the wheels on the wheelchair, change table, etc. are locked during the lifting/transfer operation.
- Universal Precautions - In the workplace, universal precautions should be followed when workers are exposed to blood and certain other body fluids.
- Inspect the designated changing area and ensure that all of the necessary equipment and supplies are available in the area (i.e. gloves, wipes, water, soap, clean clothes, etc.)

**PROCEDURE – Transfer from Wheelchair to toilet:**

1. Ensure the mechanical lift is in proper working order, the battery is sufficiently charged and all attachments are available.
2. Ensure that there is adequate space to maneuver the patient/resident in the area, i.e. check for cords on floor, move chairs/bed tables, etc.
3. Communicate to the student and other staff the planned movements in a clear, non-rushed, respectful manner.
4. Choose the appropriate sling according to the logo. Inspect the sling for signs of wear and tear prior to use.
5. Apply the Sling - see the manufacturer's instructions or sling safe work procedure:
6. Lifting / Moving / Lowering:
  - a. One staff member assumes responsibility for operating lift – while the other staff member assumes responsibility for supervising the student.
  - b. Widen the lift's base to ensure stability while lifting. Widen the base by pressing down on the adjuster pedal to open the legs or lift up on the adjuster pedal to close the legs.
  - c. Ensure the breaks are off. The caster locks should NOT be on when lifting the student. Let the lift move a little with the weight adjustment to center the load.
  - d. Use the steering handle to push the lift into position. Roll the base as far under the bed, or around the chair as possible locating the cradle over the student. Be careful not lower the frame onto the student.
    - Side approach: to and from the change table or to and from a reclining chair, etc.
    - Front approach: Commode, wheelchair, shower/tub chair
  - e. Lower the lift by pressing the down button on the hand control unit, for easy attachment of the sling.
    - Sling is attached to lift per manufacturer's instructions. Hook loops of the sling to the spreader bar ensuring that the loops of the sling are secured behind the safety clips. Make sure the straps are not wrinkled. Use shortest strap hook at shoulders and longest strap hook at legs. (Refer to care plan if special needs dictate a different sling hook up).
    - Ensure the pressure is comfortably distributed around the upper body. If not, lower the sling and make the appropriate adjustments. (See instruction guide for details)

- Stand beside the student and use the remote control to raise the student in the sling just above the transfer surface. The other staff member assists by managing the student's legs such that straps are free of wrinkles & guides them into position before moving the lift.
- Move lift away from chair. One staff member pulls back lift while the other guides student's legs off change table/ chair.
- Position the student to face the center pole (mast) of lift and move student towards the toilet.
- Provide for the student's privacy by ensuring the door to the area is closed and locked. This ensures and maintains the patients right to privacy and dignity.
- Once positioned above the toilet, pull the clothing down as far as possible and lower the student to the toilet.
- Disconnect the leg supports and lower the clothing further.
- The vest section of the sling can remain around the upper body for support. In some cases, it may be easiest to leave the leg supports connected during visits to the toilet (applies mainly to female patients).

#### 7. Toileting:

- Wash your hands then put on disposable gloves. Place wipes, diapers and waste basket within easy reach of the bed/table.
- Prepare toilet by wiping with a sanitized/disinfectant cloth and/or placing protective paper.
- Explain the procedure to the student, speaking clearly, slowly and directly, and maintaining face-to-face contact whenever possible.
- If required, stabilize student on toilet seat.
- Provide privacy if possible by closing a curtain or partially closing the door. Do not go too far away encase you are needed in the room. At no time is the student to be left alone for any length of time.
- When the student is finished, return to the area. If assistance is needed to clean the perineal area, provide it. Use a disposable wipe to clean the area. Use a clean wipe or clean area of the wipe for each stroke. Wipe from front to back. If your gloves become soiled, remove and replace with new gloves.
- If there is fecal matter present, use the wipes to clean the area. Use a clean wipe for each stroke or a clean area of the wipe for each stroke. Ensure the area is completely clean otherwise the area may become infected/rash.
- If the clothing was soiled remove and replace with clean clothing following the procedures in step #8.
- Ensure the student washes their hands before leaving the area. Use soap and water to wash hands. Sanitizer is not allowed to be used. If required sanitizer can be applied to hands after they have been washed with soap and water.
- Place any soiled clothing into plastic bags for washing. Remove any fecal matter and rinse clothing prior to placing into the washing machine.
- Dispose of soiled wipes into the appropriate waste containers.
- Remove gloves and place into waste container.
- Wash hands with soap and water. Sanitizer is not allowed to be used. If required sanitizer can be applied after hands have been washed with soap and water.

8. Transfer from toilet to wheelchair procedure.

Described below are three ways of dressing the patient after a toilet visit. The most appropriate alternative depends on the patient's condition and type of clothing.

**Alternative #1**

- a. Draw the pants up as close to the crotch as possible.
- b. Position the leg supports under the thighs but outside the pants.
- c. Connect all loop straps (See instruction guide for details)
- d. Lift.
- e. If needed, place an incontinence pad inside the pants before you draw them over the hips.
- f. Transfer the patient and lower them into the wheelchair.
- g. Lower the sling bar and unhook the straps. Remove the sling from the student.

**Alternative #2**

- a. Connect all loop straps (See instruction guide for details)
- b. Lift.
- c. An incontinence pad can be placed inside the crossed leg supports.
- d. Pull the pants up over the hips and leg supports while the patient is sitting in the sling.
- e. Transfer the patient and lower them into the wheelchair.
- f. Lower the sling bar and disconnect the straps.
- g. Carefully work the leg supports out of the pants and remove the sling.

**Alternative #3**

Depending on the student's needs, sometimes they will have to be transfer to/from change table to get clothes on/off properly prior to and after toileting.

- a. Follow steps 1-6 above, but instead of lowering the student onto the toilet, lower them onto a change table or exercise mat.
- b. Unhook the leg straps; remove clothing; and reconnect the leg straps.
- c. Stand beside the student and use the remote control to raise the student in the sling just above the transfer surface. The other staff member assists by managing the student's legs such that straps are free of wrinkles & guides them into position before moving the lift.
- d. Move lift away from the change table. One staff member pulls back lift while the other guides student's legs off change table/ chair.
- e. Position the student to face the center pole (mast) of lift and move student towards the toilet.
- f. Once positioned above the toilet lower the student onto the toilet.
- g. Disconnect the leg supports.
- h. The vest section of the sling can remain around the upper body for support. In some cases, it may be easiest to leave the leg supports connected during visits to the toilet (applies mainly to female patients).
- i. Once the toileting has finished reconnect all loop straps (See instruction guide for details)
- j. Lift the student and transfer them back to the change table. Lower the student onto the table and remove leg straps and replace clothing.
- k. Lift the student and transfer them back to the wheel chair and lower them into the wheelchair.
- l. Lower the sling bar and unhook the straps. Remove the sling from the student.

9. Comfort & Positioning:

Ensures that the student is sitting & properly positioned. Thank the student for their efforts.

## REGULATORY REQUIREMENTS

- WS&H Act W210,
- Mb. **Workplace Safety & Health** Regulations 217/2010,
  - Part 2, General Duties
  - Part 6, Personal Protective Equipment
  - Part 8, Musculoskeletal Injuries
  - Part 10, Harassment
  - Part 11, Violence in the workplace
  - Part 35, Workplace Hazardous materials Information System
- Safe Work Bulletin #246 Safe Lifting
- Safe Patient Handling and Movement; The Illustrated Guide, Springer Publishing Co; 2009
- Winnipeg Regional Health Authority. Safe Patient Handling and Movement Program. Winnipeg: Winnipeg Regional Health Authority, May, 2008.
- The Nursing Assistant's Handbook by Jetta Lee Fuzy
- Providing Home Care: A Textbook for Home Health Aides by William Leahy, Jetta Lee Fuzy