

Residential Hospice of Grey Bruce Inc. Nursing Manual	DIVISION: Nursing CATEGORY: Hospice Residence	POLICY NO: 1-R-48
ISSUED BY: Executive Director	SUBJECT: Transfer Board Use	PAGE NO: 1 of 1

POLICY:

It is the policy of The Residential Hospice of Grey Bruce that all staff will take every step to prevent injury to themselves and or patients.

PURPOSE:

To safely use and maintain the patient transfer board. To transfer a patient with greater ease and safety.

PROCEDURE:

1. With the assistance of 2 staff members, position the patient on their side facing away from the side where the transfer board will be inserted under the patient.
2. One staff member will slide the transfer board under the patient being sure that it is placed far enough under that when the patient is rolled back it is at least $\frac{3}{4}$'s under the patient.
3. Having a staff member on either side of the bed, grasp the handles of the transfer board to ensure that the patient is centered on the board and there is enough room to grab the handles securely.
4. Make sure that the bed is slightly higher than the stretcher/bath chair and positioned as close as possible next to the bed. Lock the wheels of the bed and the stretcher.
5. From the far side of the stretcher/bath chair and with 2 staff minimum, grasp the handles of the transfer board and slide it across towards you, until the patient is centered onto the stretcher/bath chair.
6. Put side rails up and roll patient onto their side to remove the transfer board.

Care and Storage of Transfer Board:

1. The transfer board will be sprayed with Virox after each patient use and allowed to air dry. This may be done in the tub room laying it flat along the tub.
2. Once dry, it may be hung up on the specially provided wall bracket located in the staff bathroom (shower stall).

DATE APPROVED: April 2004
DATE REVIEWED: April 2014
DATE REVISED: April 2013
APPROVED BY: