

## CHAPTER 15 PROCEDURE CHECKLISTS

### PROCEDURE 15-1

#### Moving a Person to the Side of the Bed (One Assistant)

##### Getting Ready

1. Complete the “Getting Ready” steps.

S	U	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	_____

##### Procedure

2. Make sure that the bed is positioned at a comfortable working height, usually elbow height of caregiver (to promote good body mechanics), and that the wheels are locked.
3. Place the pillow at the head of the bed, on its edge against the headboard. This gets the pillow out of the way.
4. If the side rails are in use, lower the side rail on the working side of the bed. The side rail on the opposite side of the bed should remain up. Lower the head of the bed so that the bed is flat (as tolerated). Fanfold the top linens to the foot of the bed.
5. Stand at the side of the bed with your feet spread about 12 inches apart and with your knees slightly bent to protect your back.
6. Gently slide your hands under the person’s head and shoulders and move the person’s upper body toward you.
7. Gently slide your hands under the person’s torso and move the person’s torso toward you.
8. Gently slide your hands under the person’s hips and legs and move the person’s lower body toward you.
9. Now, position the person as planned (for example, in the prone or lateral position).
10. Reposition the pillow under the person’s head and straighten the bottom linens. Draw the top linens over the person. Raise the head of the bed as the person requests.
11. Make sure that the bed is lowered to its lowest position and that the wheels are locked. If the side rails are in use, return them to the raised position.

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<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

##### Finishing Up

12. Complete the “Finishing Up” steps.

<input type="checkbox"/>	<input type="checkbox"/>	_____
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**PROCEDURE 15-2****Moving a Person to the Side of the Bed (Two Assistants)****Getting Ready**

1. Complete the “Getting Ready” steps.

S	U	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	_____

**Procedure**

2. Make sure that the bed is positioned at a comfortable working height, usually elbow height of caregiver (to promote good body mechanics), and that the wheels are locked. ☐ ☐ \_\_\_\_\_
3. Place the pillow at the head of the bed, on its edge against the headboard. This gets the pillow out of the way. ☐ ☐ \_\_\_\_\_
4. If the side rails are in use, lower the side rails. Lower the head of the bed so that the bed is flat (as tolerated). Fanfold the top linens to the foot of the bed. ☐ ☐ \_\_\_\_\_
5. If the lift sheet is already on the bed, make sure that it is positioned so that it is under the person’s shoulders and hips. (If a lift sheet is not already on the bed, position one under the person’s shoulders and hips.) ☐ ☐ \_\_\_\_\_
6. Stand at the side of the bed, opposite your coworker, with your feet spread about 12 inches apart and with your knees slightly bent to protect your back. ☐ ☐ \_\_\_\_\_
7. Grasp the edge of the lift sheet and roll it over as close to the person’s body as possible. This will provide for a better grip. (Your coworker does the same.) ☐ ☐ \_\_\_\_\_
8. Grasp the rolled edge of the lift sheet with both hands, palms and fingers facing down. One hand should be level with the person’s shoulders and the other should be level with his or her hips. ☐ ☐ \_\_\_\_\_
9. On the count of “three,” slowly and carefully lift up on the lift sheet in unison and move the person to the side of the bed. ☐ ☐ \_\_\_\_\_
10. Now, position the person as planned (for example, in the prone or lateral position). ☐ ☐ \_\_\_\_\_
11. Reposition the pillow under the person’s head and straighten the bottom linens. Draw the top linens over the person. ☐ ☐ \_\_\_\_\_
12. Make sure that the bed is lowered to its lowest position and that the wheels are locked. If the side rails are in use, return them to the raised position. ☐ ☐ \_\_\_\_\_

**Finishing Up**

13. Complete the “Finishing Up” steps.

<input type="checkbox"/>	<input type="checkbox"/>	_____
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**PROCEDURE 15-3****Moving a Person Up in Bed (Two Assistants)****Getting Ready**

1. Complete the “Getting Ready” steps.

S	U	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	_____

**Procedure**

2. Make sure that the bed is positioned at a comfortable working height, usually elbow height of caregiver (to promote good body mechanics), and that the wheels are locked.	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Place the pillow at the head of the bed, on its edge against the headboard. This gets the pillow out of the way. It also pads the headboard in case you move the person up a little too much or too fast!	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. If the side rails are in use, lower the side rails. Lower the head of the bed so that the bed is flat (as tolerated). Fanfold the top linens to the foot of the bed.	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. If the lift sheet is already on the bed, make sure that it is positioned so that it is under the person's shoulders and hips. (If a lift sheet is not already on the bed, position one under the person's shoulders and hips.)	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Stand at the side of the bed, opposite your coworker, with your feet spread about 12 inches apart and with your knees slightly bent to protect your back.	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Grasp the edge of the lift sheet and roll it over as close to the person's body as possible. This will provide for a better grip. (Your coworker does the same.)	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Grasp the rolled edge of the lift sheet with both hands, palms and fingers facing down. One hand should be level with the person's shoulders and the other should be level with his or her hips. If the person is able to assist, have him bend his knees and push during the move upward.	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. On the count of “three,” slowly and carefully lift up on the lift sheet in unison and move the person toward the head of the bed. Avoid dragging the person across the bottom linens.	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Reposition the pillow under the person's head and straighten the bottom linens. Draw the top linens over the person. Raise the head of the bed as the person requests.	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Make sure that the bed is lowered to its lowest position and that the wheels are locked. If the side rails are in use, return them to the raised position.	<input type="checkbox"/>	<input type="checkbox"/>	_____

**Finishing Up**

12. Complete the “Finishing Up” steps.

<input type="checkbox"/>	<input type="checkbox"/>	_____
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**PROCEDURE 15-4****Raising a Person's Head and Shoulders****Getting Ready**

1. Complete the "Getting Ready" steps.

S	U	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	_____

**Procedure**

2. Make sure that the bed is positioned at a comfortable working height, usually elbow height of caregiver (to promote good body mechanics), and that the wheels are locked.
3. Place the pillow at the head of the bed, on its edge against the headboard. This gets the pillow out of the way.
4. If the side rails are in use, lower the side rail on the working side of the bed. The side rail on the opposite side of the bed should remain up. Fanfold the top linens to the person's waist if necessary.
5. Face the head of the bed. Position your outside foot (that is, the foot that is farthest away from the edge of the bed) 12 inches in front of the other foot, and bend your knees slightly to protect your back.
6. Slide one hand under the person's shoulder that is nearest to you.
7. Slide the other hand under the person's upper back.
8. On the count of "three," slowly and carefully lift the person's head and shoulders.
9. Reposition the pillow under the person's head and straighten the bottom linens. Draw the top linens over the person. Raise the head of the bed as the person requests.
10. Make sure that the bed is lowered to its lowest position and that the wheels are locked. If the side rails are in use, return them to the raised position.

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<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

**Finishing Up**

11. Complete the "Finishing Up" steps.

<input type="checkbox"/>	<input type="checkbox"/>	_____
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## Turning a Person Onto His or Her Side

## Getting Ready

- | S                        | U                        | COMMENTS |
|--------------------------|--------------------------|----------|
| <input type="checkbox"/> | <input type="checkbox"/> |          |

## Procedure

- [illegible]

10. Reposition the pillow under the person's head and straighten the bottom linens. Support the person by placing a pillow lengthwise between the person's legs. The person's lower leg should be straight, and the upper leg should be slightly bent at the knee. Place additional pillows under the person's upper arm, and behind his or her back. Draw the top linens over the person.
11. Make sure that the bed is lowered to its lowest position and that the wheels are locked. If the side rails are in use, return them to the raised position.

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### **Finishing Up**

12. Complete the "Finishing Up" steps.

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## PROCEDURE 15-6

## Logrolling a Person (Three Assistants)

## Getting Ready

1. Complete the “Getting Ready” steps.

## Procedure

2. Make sure that the bed is positioned at a comfortable working height, usually elbow height of caregiver (to promote good body mechanics), and that the wheels are locked.
3. Keep the pillow in place underneath the person's head to keep the neck aligned.
4. If the side rails are in use, lower the side rails. Lower the head of the bed so that the bed is flat (as tolerated). Fanfold the top linens to the foot of the bed.
5. Stand with another assistant on the side of the bed toward which the person will be moved. The third assistant stands on the opposite side of the bed. Stand facing the bed with your feet spread about 12 inches apart and with your knees slightly bent to protect your back. One assistant is aligned with the person's head and shoulders; the other is aligned with the person's hips and legs. The third assistant is on the opposite side of the bed.
6. Roll the lift sheet close to the person's sides and grasp it. Lifting in unison, gently move the person toward the side of the bed opposite to that which the person will be turned.
7. Place a pillow lengthwise between the person's legs and fold the person's arms across his chest.
8. The two assistants on the side of the bed toward which the person is being moved should roll the lift sheet in close to the person's body. The third assistant should gently support the person's head during the move to prevent twisting of the person's neck and should grasp the lift sheet with her lower hand near the person's shoulders. The assistants on the other side of the bed should grasp the lift sheet close to the person's shoulders and hips and near the person's hips and place the lower hand behind the person's knees. The third assistant will assist from behind the person.
9. On the count of "three," roll the person as a unit toward the side of the bed with the two assistants in a single movement, being sure to keep the person's head, spine, and legs aligned.

[illegible]

10. Reposition the pillow under the person's head and straighten the bottom linens. Make sure the person is in straight alignment. Support the person by bolstering his back with pillows. The pillow between the person's legs should remain in place, and additional pillows or folded towels should be used to support the person's arms. Draw the top linens over the person.
11. Make sure that the bed is lowered to its lowest position and that the wheels are locked. If the side rails are in use, return them to the raised position.

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### **Finishing Up**

12. Complete the "Finishing Up" steps.

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**PROCEDURE 15-7****Applying a Transfer (Gait) Belt****Getting Ready**

1. Complete the “Getting Ready” steps.

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**Procedure**

2. If the person is in bed, make sure that the bed is lowered to its lowest position and that the wheels are locked. If the side rails are in use, lower the side rail on the working side of the bed. The side rail on the opposite side of the bed should remain up. Fanfold the top linens to the foot of the bed. Assist the person to sit on the edge of the bed.
3. Apply the belt around the person’s waist, over his or her clothing. Buckle the belt in the front by threading the tongue of the belt through the side of the buckle that has “teeth” first, and then placing the tongue of the belt through the other side of the buckle.
4. Before tightening the belt, turn it so that the buckle is off-center in the front or to the side.
5. Tighten the belt and check for fit. The belt should be snug, but you should be able to slip your fingers between the belt and the person’s waist. When applying a transfer belt to a woman, make sure that her breasts are not trapped underneath the belt.
6. Use an underhand grasp when holding the belt to provide greater safety.

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<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

**Finishing Up**

7. When the person has finished transferring and is ready to return to bed, reverse the procedure.
8. Complete the “Finishing Up” steps.

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

## PROCEDURE 15-8

## Transferring a Person From a Bed to a Wheelchair (One Assistant)

## Getting Ready

1. Complete the “Getting Ready” steps.

## Procedure

\*Note: This technique can be used with two assistants, having one on either side of the patient or resident during the transfer.

2. Determine the person's strongest side, and then place the wheelchair alongside the bed. (You may need to move other items of furniture or equipment out of the way so that you can maneuver safely.) Position the wheelchair so that the person will move toward the chair "strong side first." Whenever possible, position the wheelchair so that it is against a wall or a solid piece of furniture so that it will not slide backward during the transfer.
3. Lock the wheelchair wheels, and either remove the footrests or swing them to the side.
4. Fanfold the top linens to the foot of the bed.
5. Make sure that the bed is lowered to its lowest position and that the wheels are locked. Raise the head of the bed as tolerated. If the person uses the side rail to assist herself to sit up or stand, leave the top half of the rail in the up position.
6. Help the person to move toward the side of the bed where the wheelchair is located.
7. Assist the person to dangle.
8. Allow the person to rest on the edge of the bed. The person should be sitting squarely on both buttocks, with her knees apart and both feet flat on the floor (to offer a broad base of support). The person's arms should rest alongside her thighs. Watch for signs of dizziness or fainting. Position yourself in front of the person so that you can offer assistance in case she loses balance.
9. Help the person to put her shoes or slippers on and help her to get into a robe. Apply a transfer belt.

S	U	COMMENTS
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10. Help the person to stand. (If the person uses a stand-assist device, have them grasp this to come to a standing position.)
  - a. Stand facing the person. ☐ ☐ \_\_\_\_\_
  - b. Have the person put her hands on the edge of the bed, alongside each thigh. ☐ ☐ \_\_\_\_\_
  - c. Make sure the person's feet are flat on the floor. ☐ ☐ \_\_\_\_\_
  - d. Have the person lean forward. ☐ ☐ \_\_\_\_\_
  - e. Grasp the transfer belt at each side, using an underhand grasp. (If you are not using a transfer belt, pass your arms under the person's arms and rest your hands on her upper back.) ☐ ☐ \_\_\_\_\_
  - f. Position your feet alongside the person's feet, flexing your knees. Place your shins against the person's shins to block the person's feet and keep her knees from buckling as she stands up. ☐ ☐ \_\_\_\_\_
  - g. Have the person push down on the bed with her hands or grasp the stand-assist device and stand on the count of "three." Assist the person into a standing position by pulling on the transfer belt as you straighten your knees. (If you are not using a transfer belt, assist the person into a standing position by gently pulling her up and forward as you straighten your knees.) Remember to keep your back straight. ☐ ☐ \_\_\_\_\_
11. Support the person in the standing position by holding the transfer belt or by keeping your hands on her upper back. Continue to block the person's feet and knees with your feet and knees. ☐ ☐ \_\_\_\_\_
12. Help the person to turn by pivoting on the stronger leg toward the chair. This will allow the person to grasp the far arm of the wheelchair. ☐ ☐ \_\_\_\_\_
13. Continue to assist the person with turning until she is able to grasp the other armrest. The backs of the person's legs should touch the edge of the chair. ☐ ☐ \_\_\_\_\_
14. Lower the person into the wheelchair by bending your hips and knees. ☐ ☐ \_\_\_\_\_
15. Make sure the person's buttocks are at the back of the chair. Make sure the person is comfortable and in good body alignment. ☐ ☐ \_\_\_\_\_
16. Remove the transfer belt. ☐ ☐ \_\_\_\_\_
17. Position the person's feet on the footrests of the wheelchair. Buckle the wheelchair safety belt (if ordered) and cover the person's lap and legs with a lap blanket, if desired. Make sure that the lap blanket does not drag on the floor. ☐ ☐ \_\_\_\_\_

### Finishing Up

18. Position the wheelchair according to the person's preference. ☐ ☐ \_\_\_\_\_
19. Complete the "Finishing Up" steps. ☐ ☐ \_\_\_\_\_

**PROCEDURE 15-9****Transferring a Person From a Wheelchair to a Bed****Getting Ready**

1. Complete the "Getting Ready" steps.

S	U	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	_____

**Procedure**

2. Make sure that the bed is lowered to its lowest position and that the wheels are locked. Raise the head of the bed, fanfold the top linens to the foot of the bed, and raise the opposite side rail. (You may need to move other items of furniture or equipment out of the way so that you can maneuver safely.)	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Position the wheelchair close to the side of the bed so that the person's strong side is next to the bed. Lock the wheelchair wheels and either remove the footrests or swing them to the side.	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Remove the person's lap blanket (if one was used) and release the wheelchair safety belt, if in use. Apply a transfer belt.	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Stand facing the person with your feet spread about 12 inches apart and with your knees slightly bent to protect your back. With your back straight, slide the person to the front of the wheelchair seat.	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Grasp the transfer belt (or pass your arms under the person's arms, placing your hands on her upper back). Position your feet alongside the person's feet, flexing your knees. Place your shins against the person's shins to block the person's feet and keep her knees from buckling as she stands up.	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Have the person place her hands on the armrests of the wheelchair and press down as you assist her to stand by pulling on the transfer belt as you straighten your knees. (If you are not using a transfer belt, assist the person into a standing position by gently pulling her up and forward as you straighten your knees.) Remember to keep your back straight. Alternatively, a person who requires less assistance can make use of a stand-assist device to stand while you offer support.	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Slowly help the person to turn toward the bed by pivoting on her strong leg. Help the person to sit on the edge of the bed.	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Remove the transfer belt and the person's robe and slippers, if appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Move the wheelchair out of the way.	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Place one of your arms around the person's shoulders and one arm under her legs. Swing the person's legs onto the bed.	<input type="checkbox"/>	<input type="checkbox"/>	_____

12. Help the person to move to the center of the bed and position her comfortably.
13. Straighten the bottom linens and make sure the person is comfortable and in good body alignment. Draw the top linens over the person.
14. If the side rails are in use, return them to the raised position.

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### Finishing Up

15. Complete the “Finishing Up” steps.

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## PROCEDURE 15-10

## Transferring a Person From a Bed to a Stretcher (Three Assistants)

## Getting Ready

1. Complete the “Getting Ready” steps.

## Procedure

2. Raise the bed so that it is level with the height of the stretcher. Lower the head of the bed so that the bed is flat. Make sure that the bed wheels are locked. Lower the side rails. Fanfold the top linens to the side of the bed opposite the stretcher and cover the person with the blanket.
3. If the lift sheet is already on the bed, make sure that it is positioned so that it is under the person's shoulders and hips. (If a lift sheet is not already on the bed, position one under the person's shoulders and hips.)
4. Two assistants should stand on the stretcher side of the bed. A third assistant should stand on the side of the bed without the stretcher. Have the person fold her arms across her chest. Rolling and grasping the lift sheet close to the person's body, the assistants should move the person toward the side of the bed where the stretcher will be.
5. Position the stretcher alongside the bed. Place the lateral-transfer device on the stretcher. Lock the stretcher wheels and move the stretcher safety belts out of the way.
6. The assistant on the side opposite the stretcher reaches across the person and, using the lift sheet, slightly rolls the person over toward her so that the other two assistants can place the lateral-transfer device across the space between the stretcher and the bed, slightly underneath the person. The person is then gently rolled back onto her back.
7. Each assistant now grasps the lift sheet, and on the count of 3, gently slides the person across the lateral-transfer device onto the stretcher.
8. Once the person is centered on the stretcher, remove the transfer device. Unlock the stretcher wheels and move it away from the side of the bed.
9. Position the person on the stretcher and make sure he or she is in good body alignment. Reposition the pillow under the person's head and cover the person with a blanket for modesty and warmth. Buckle the stretcher safety belts across the person and raise the side rails on the stretcher. Raise the head of the stretcher as the person requests.

[illegible]

**Finishing Up**

10. Transport the person to the appropriate site. A person on a stretcher should always be transported “feet first.” Remain with the person; never leave someone alone on a stretcher.

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11. Complete the “Finishing Up” steps.

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## PROCEDURE 15-11

## Transferring a Person From a Stretcher to a Bed (Three Assistants)

## Getting Ready

1. Complete the “Getting Ready” steps.

## Procedure

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|--|--------------------------|--------------------------|-------|
| 2. Raise or lower the bed so that it is level with the height of the stretcher. Lower the head of the bed so that the bed is flat. Place the lateral-transfer device on the bed. Make sure that the bed wheels are locked. Lower the side rails. Fanfold the top linens to the side of the bed opposite the stretcher. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 3. If the lift sheet is already on the stretcher, make sure that it is positioned so that it is under the person's shoulders and hips. (If a lift sheet is not already on the stretcher, position one under the person's shoulders and hips.)  | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 4. Unbuckle the stretcher safety belts and lower the side rails on the stretcher.  | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 5. Position the stretcher against the bed and lock the stretcher wheels.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 6. Two assistants stand at the far side of the bed facing the third assistant, who is positioned along the outside edge of the stretcher. (Some facilities allow the assistants on the far side of the bed to kneel on the bed to complete the transfer; follow your facility's policy.)                               | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 7. Grasp the edge of the lift sheet and roll it over as close to the person's body as possible. This will provide for a better grip.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 8. The assistant on the stretcher side will reach across the person and, using the lift sheet, roll the person up slightly while the other two assistants place the lateral-transfer device across the space between the stretcher and the bed, partially underneath the person. Roll the person back onto her back.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 9. Grasping the lift sheet close to the person's body, on the count of "three," all three assistants slowly and carefully pull the lift sheet in unison and move the person to the bed. Move the stretcher away from the bed and remove the lateral-transfer device from the bed.                                      | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 10. Help the person to move to the center of the bed and, if desired, remove the lift sheet by turning the person first to one side, then the other. Position the person comfortably.  | <input type="checkbox"/> | <input type="checkbox"/> | _____ |



11. Straighten the bottom linens and make sure the person is comfortable and in good body alignment. Draw the top linens over the person.
12. Make sure the bed is lowered to its lowest position and that the wheels are locked. If the side rails are in use, return them to the raised position.

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### **Finishing Up**

13. Complete the “Finishing Up” steps.

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## PROCEDURE 15-12

## Transferring a Person Using a Mechanical Lift (Two Assistants)

## Getting Ready

1. Complete the “Getting Ready” steps.

## Procedure

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|--|--------------------------|--------------------------|-------|
| 2. Make sure that the bed is positioned at a comfortable working height, usually elbow height of caregiver (to promote good body mechanics), and that the wheels are locked. Move other equipment or furniture out of the way to clear room for the lift and the wheelchair or chair.  | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 3. If the side rails are in use, lower the side rails.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 4. Fanfold the top linens to the foot of the bed.  | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 5. Center the sling under the person. If the sling is for use with more than one patient or resident, place a cover or pad on the sling. (To get the sling under the person, move the person as if you were making an occupied bed.) The sling should be positioned evenly underneath the person, from shoulders to mid-thigh. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 6. Move the chair or wheelchair to the side of the bed. Lock the wheels.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 7. Roll the base of the lift underneath the side of the bed nearest the chair. Center the frame over the person and lock the wheels of the lift.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 8. Widen the legs of the lift to provide a solid base of support. The legs must be locked in this position.  | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 9. Lower the arms of the lift down toward the person, close enough to attach the sling to the frame.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 10. Fasten the sling to the straps or chains of the lift. Make sure the hooks face away from the person.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 11. Attach the sling to the swivel bar with the short straps attached to the top of the sling and the long straps attached to the bottom of the sling.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 12. Have the person cross his arms across his chest. Check to make sure all tubes and drains are free and will not be pulled out during the transfer.  | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 13. With an assistant standing on each side of the lift, raise the lift until the person and the sling are about 6 inches above the bed.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 14. Unlock the wheels of the lift and carefully wheel the person straight back and away from the bed.  | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 15. Have your coworker support the person's legs as you move the lift into position over the wheelchair.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 16. Position the person over the chair with the base of the lift straddling the chair.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

17. Gently lower the person into the wheelchair. Make sure the person's buttocks are at the back of the chair.
18. Lower the swivel bar so that you can unhook the sling. Leave the sling under the person unless it is needed for use with another patient or resident prior to moving this person back into bed.
19. Make sure the person's buttocks are at the back of the chair. Make sure the person is comfortable and in good body alignment.
20. Position the person's feet on the footrests of the wheelchair. Buckle the wheelchair safety belt (or place a lap restraint, if ordered). Cover the person's lap and legs with a lap blanket, if desired. Make sure that the lap blanket does not drag on the floor.

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

### Finishing Up

21. Position the wheelchair according to the person's preference.
22. Follow the "Finishing Up" steps.
23. When the person is ready to return to bed, reverse the procedure.

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

**PROCEDURE 15-13****Assisting a Person With Sitting on the Edge of the Bed ("Dangling")****Getting Ready**

1. Complete the "Getting Ready" steps.

S	U	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	_____

**Procedure**

2. Make sure that the bed is lowered to its lowest position and that the wheels are locked.
3. If the side rails are in use, lower the side rail on the working side of the bed. The side rail on the opposite side of the bed should remain up. If the person uses the side rail as an assistive device to sit, leave the top half of the side rail in the up position. Fanfold the top linens to the foot of the bed.
4. Help the person into a side-lying position, facing you.
5. Raise the head of the bed into a sitting position.
6. Gently slide one arm behind the person's upper back. Slide the other arm under her knees and rest your hand on the side of her thigh.
7. With a single smooth movement, slide the person's legs over the side of the bed while moving her head and shoulders upward so that she is sitting on the edge of the bed.
8. Have the person put her hands on the edge of the bed, alongside each thigh, for support or raise the upper section of the side rails for her to hold on to. Watch for signs of dizziness or fainting. If the person feels faint, help her to lie down and call for the nurse.
9. Allow the person to "dangle" her legs over the side of the bed for the specified period of time, and then either take her vital signs (if indicated), help her to lie back down, or assist her to a standing position. Stay with her during the entire time.

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

**Finishing Up**

10. Complete the "Finishing Up" steps.

<input type="checkbox"/>	<input type="checkbox"/>	_____
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## PROCEDURE 15-14

## Assisting a Person With Walking (Ambulating)

## Getting Ready

1. Complete the “Getting Ready” steps.

## Procedure

2. If the person is in bed, make sure that the bed is lowered to its lowest position and that the wheels are locked. Make sure that furniture and equipment are moved aside so the person will have a clear path.
3. Assist the person to “dangle.” Check the person’s pulse; a weak pulse could lead to lightheadedness. If the person’s pulse is weak, stay with her and alert the nurse before attempting ambulation.
4. Help the person put her shoes or slippers on, and help her into a robe. Apply a transfer belt.
5. Help the person to stand.
  - a. Stand facing the person.
  - b. Have the person put her hands on the edge of the bed, alongside each thigh.
  - c. Make sure the person’s feet are flat on the floor.
  - d. Have the person lean forward.
  - e. Grasp the transfer belt at each side, using an underhand grasp. (If you are not using a transfer belt, pass your arms under the person’s arms and rest your hands on her upper back.)
  - f. Position your feet alongside the person’s feet, flexing your knees. Place your shins against the person’s shins to block the person’s feet and keep her knees from buckling as she stands up.
  - g. Have the person push down on the bed with her hands or grasp the stand-assist device and stand on the count of “three.” Assist the person into a standing position by pulling on the transfer belt as you straighten your knees. (If you are not using a transfer belt, assist the person into a standing position by gently pulling her up and forward as you straighten your knees.) Remember to keep your back straight.
6. Have the person grasp the cane or walker, if she is using one, in order to maintain balance. The person should hold the cane on her strong side.

S	U	COMMENTS
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7. Help the person to walk, reminding her to keep her head up, looking forward. Stand slightly behind the person on her weaker side. Grasp the transfer belt with an underhand grip from the back. If the person is using an ambulation device, make sure she is using it correctly.

☐ ☐ \_\_\_\_\_

8. After returning to the person's room, help her back into bed or a chair.

☐ ☐ \_\_\_\_\_

### **Finishing Up**

9. Complete the "Finishing Up" steps.

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