



**Eastern Florida State College
Diagnostic Medical Sonography Program
Patient Transfer packet**

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Eastern Florida State College
Diagnostic Medical Sonography Program
SON 2804 SKILLS LAB
Patient Transfers
Procedure Checklist

Student Name _____ Date _____

Lab instructor _____ Date _____

Description of this laboratory and objectives:

Using proper techniques, you will find it safer and easier to transfer a patient from a wheelchair and stretcher onto an exam table and back again, not at the expense of your back or your patient's safety. There is always risk for falls, and no transfer technique is without risk. But, learning how to properly transfer patients minimizes the risks.

Remember:

Never leave a patient unattended on the exam table.

To protect your back, always use your legs to lift; not your back.

Move your feet during the pivoting process to maintain proper back alignment and balance.

For patients with fragile skin, remember to use your hands and not your fingers during transfers.

Learn how to attach and detach wheelchair foot rests prior to an actual transfer.

Be aware of IVs and Foley catheters when transferring patients. Keep Foley catheter collection units lower than the Foley insertion site!!

If you are uncertain about a patient's ability to assist with a transfer, **call for help.**

Objectives:

Demonstrate proper techniques in

- Transferring the patient from Wheelchair to Exam table
- Transferring the patient from Exam table to Wheelchair
- Transferring the patient from Stretcher to Exam table
- Transferring the patient from Exam table to Stretcher

PROCEDURE STEPS for wheelchair to exam table	YES	NO	COMMENTS
1. Position the exam table at the lowest level.			
2. Park the wheelchair with the patient's strongest side next to the bed.			
3. Lock the wheelchair brakes and remove feet from foot rests.			
4. Swing or remove foot rests from wheelchair.			
5. Explain the sequence of lifting and pivoting into the wheelchair (example: "On the count of 3, I am going to help you stand up and turn to your strong side.")			
6. Using the bear hug technique, ask the patient to place her arms on your shoulders as you place your arms around her trunk.			
7. Bracket their feet with your feet to prevent slipping.			
8. Using your leg muscles, stand up and bring the patient upward in a slow steady rising motion.			
9. Seat the patient on the exam table.			
10. Assist in bringing the patient's legs up to the exam table.			
11. Position her for comfort (blanket if needed).			

Notes: If the room arrangement does not allow transferring from the patient's strong side, follow instructions above, remembering always to place the wheelchair next to the patient's strongest knee. For example: If you are transferring a patient from the right side of the exam table, and her strongest side is the left side, place the wheelchair next to the left side knee and complete the transfer as described above.

The following steps are used to transfer a patient from the exam table to a wheelchair. The technique below assumes the patient can stand on at least one leg.

If the patient cannot use her legs or her health status has changed since you put her on the exam table, you will need to use a lift to transfer or rather, send her patient back in a stretcher and do not attempt to transfer her in a wheelchair (Remember to return the wheelchair).

Preparation

1. Make sure the patient is wearing non-skid socks, shoes, slippers.
2. Explain the steps to the patient
3. Place the wheelchair on the same side as the patient's good leg.
4. Park the wheelchair next to the exam table, close to you.
5. Apply the brakes and move the footrests out of the way.

PROCEDURE STEPS for exam table to wheelchair.	YES	NO	COMMENTS
1. Before transferring, the patient must be sitting.			
2. Allow the patient to sit for a few minutes, in case the patient feels dizzy when first sitting up.			
3. Put one of your arms under the patient's shoulders and one behind her knees. Bend your knees.			
4. Swing her feet off the edge of the exam table and use the momentum to help the patient into a sitting position.			
5. Move the patient to the edge of the exam table and lower it as much as you can.			
6. If you have a gait belt, place it on the patient to help you get a grip during the transfer. During the turn, the patient can either hold onto you or reach for the wheelchair.			
7. Stand as close as you can to the patient, reach around her chest, and lock your hands behind her or grab the gait belt.			
8. Place the patient's outside leg (the one farthest from the wheelchair) between your knees to support. Bend your knees and keep your back straight.			

9. Count to three and slowly stand up. Use your legs to lift.			
10. At the same time, the patient should place her hands by her sides and help push off the table.			
11. The patient should help support their weight on their good leg during the transfer.			
12. Pivot towards the wheelchair, moving your feet so your back is aligned with your hips.			
13. Once the patient's legs are touching the seat of the wheelchair, bend your knees to lower the patient into the seat. At the same time, ask the patient to reach for the wheelchair armrest. IF THE PATIENT STARTS TO FALL DURING THE TRANSFER, LOWER THEM DOWN TO THE NEAREST FLAT SURFACE, BED, CHAIR OR FLOOR. DO NOT ATTEMPT TO STOP THEM FROM FALLING. THIS MAY CAUSE INJURY TO YOUR BACK. "GO DOWN WITH YOUR PATIENT".			

PROCEDURE STEPS for Stretcher to exam table. And Exam table to Stretcher (Reverse steps)	Yes	No	COMMENTS
1. Locks the exam table.			
2. Positions the exam table and the stretcher so they are at the same height.			
3. Lowers the side rails of the stretcher and exam table.			
4. Positions at least one helper on each side of the exam table and stretcher.			
5. Moves the patient to the side of the stretcher.			

6. Aligns the patient's legs and head with her trunk.			
7. Positions stretcher next to exam table.			
8. Locks stretcher.			
9. Helper on the side of the stretcher opposite the exam table uses draw sheet to turn the patient away from the exam table; the other helper places the transfer board with a friction-reducing device such as a transfer tiller sheet against the patient's back, halfway between the exam table and the stretcher.			
10. Uses draw sheet to slide the patient across the transfer board onto the exam table.			
11. Turns patient away from the stretcher and removes the board and transfer roller sheet.			
12. Repositions patient on the exam table for comfort and alignment; provides a blanket if needed.			
13. Raises exam table side rails (if present)			

Patient Transfer Lab summary

- 1. Transferring the patient from Wheelchair to Exam table. Pass _____ Fail _____
- 2. Transferring the patient from Exam table to Wheelchair Pass _____ Fail _____
- 3. Transferring the patient from Stretcher to Exam table Pass _____ Fail _____
- 4. Transferring the patient from Exam table to Stretcher Pass _____ Fail _____

Recommendation:

- Student has demonstrated proper Patient transfer skills in all 4 categories _____
- Student has not demonstrated proper Patient transfer skills in all 4 categories
And needs to be re-tested. _____

Laboratory instructor Signature and Date