

## **TRANSFER BELT – GUIDELINES**

### **1.0 PURPOSE OF DOCUMENT**

Define approval and ordering procedures for transfer belts and identify safety considerations/indications for use.

### **2.0 BACKGROUND**

WRHA Safe Patient Handling and Movement Program was introduced in May 2008 with a mandate to implement the program throughout the WRHA for use with all patients, residents and clients. These guidelines promote the use of equipment when assisting clients to move to minimize staff and client injury. It outlines several key elements required to support a successful Safe Patient Handling Program (client assessment and communication, equipment selection and use, staff training and support).



The WRHA provided funding to Occupational and Environmental Safety and Health (OESH) in 2007 specifically for the purchase of Workplace Safety and Health Equipment in Community Care. OESH purchased transfer belts to reduce staff injuries and improve client and staff safety in Home Care.

### **3.0 DEFINITIONS**

**Client handling and movement:** Includes assistance provided to clients by staff during repositioning, turning, transferring, transporting, ambulating or when using a mechanical lift.

**Transfer belt:** A belt worn by client that staff holds on to during transfer and ambulation to provide minimal support for weight bearing clients. They are wide belts with handles and Velcro®, plastic clips or D ring closures. Transfer belts are available in various sizes, colors and designs. Transfer belts are not designed for lifting clients. Transfer belts are required for clients who present with weakness and/or decreased balance, and can consistently and reliably initiate sit to stand and weight bear, and, can maintain standing with minimal assistance.

**Minimal assist:** Client that requires minor physical assistance and/or equipment with or without cueing, verbal coaching or set-up. Staff must not lift more than 35 lbs [16 kg] of client's weight when providing physical assistance during any transfer, ambulation and anytime during client care. Client is able to reliably and consistently fully weight bear once standing and requires only slight physical exertion from staff when ambulating, rising to stand or lowering to sit.

**Two (2)-person assist:** Mobility, transfer and/or repositioning tasks that are assessed by a therapist as requiring two people to work together to complete the task to ensure client, caregiver and staff safety. Two (2) person assists are considered over-protocol, require Home Care Team Manager approval and all require client specific training for the Home Care Attendants. **(Note - September 2015: the requirement for client specific training for all 2 person assist tasks is currently under review by the Home Care Program and may change in the upcoming year).**

### **4.0 ELIGIBILITY**

- Any Home Care staff that requires a transfer belt for safety in the provision of client care.
- Client/family is responsible to purchase a transfer belt if Home Care staff is not assigned tasks that require use of a transfer belt; this includes clients that are on Self and Family Managed Care.
- If client resides in another Regional Health Authority or in a First Nations Community contact the relevant Home Care office to determine their guidelines for equipment.

- Need for transfer belt is assessed as appropriate by Occupational Therapist (OT) or Physiotherapist (PT) including absence of any contraindications that prohibits safe use of transfer belts.
- An appropriate client for a transfer belt:
  - Requires minimal assist to rise to stand;
  - Is able to fully, reliably and consistently weight bear once standing;
  - Can maintain standing with minimal assistance;
  - Has no contraindication for use.

## **5.0 GENERAL GUIDELINES**

- Transfer belts should be considered for safety during client sit stand tasks and/or ambulation requiring minimal physical assistance by Home Care staff.
- Client factors including medical condition may pose a contraindication to using transfer belt.
- **Case Coordinators (CC) should consult OT or PT for initial and additional assessments of client ability, equipment requirements and to ensure there are no contraindications that prohibit use of transfer belts for individual client.**
- All Home Care Attendants (HCAs) must have training for proper use of transfer belts.
- Training on use of transfer belts is included in general orientation and in the Home Care Safe Client Handling and Mobility Refresher sessions.
- Resource Coordinator (RC) must schedule all HCAs for Safe Client Handling and Mobility Refresher training sessions if they have not attended.
- **Client specific training must be implemented if the transfer is assessed as a two-person transfer. Two person transfers/lifts are over protocol and if approved, require client specific training.**
- Transfer belts are to be returned to Materials Distribution Agency (MDA) when no longer required for cleaning and maintenance.
- Transfer belt that is assessed as no longer required by client and/or Home Care staff must be returned.

## **6.0 ASSESSMENT, ORDERING PROCEDURES AND RESPONSIBILITIES**

### **Community Case Coordinator (CCC)**

1. Review concerns or equipment request for transfer belt if received from the client, family, or staff.
2. Assess client's ability to transfer and/or ambulate safely at all assessments. If initial or additional assessment is required, refer client to OT or PT to determine safe method and/or need for equipment.
3. Consult OT or PT to assess need for transfer belt and/or other transfer or ambulation equipment. Consult can be to Community Therapy Services (CTS) or other OT or PT from a WRHA Program, such as Day Hospital, Geriatric Program Assessment Team (GPAT), or Outpatient Services etc.
  - If CTS is consulted, therapist will order the equipment through Logistics using *WRHA Logistics Services Script/Order* form and notify the CCC.
  - If another WRHA Program OT or PT assesses for the transfer belt, therapist will order the equipment through Logistics using the *WRHA Logistics Services Script/Order* form and advise CCC.
4. Document
  - Transfer belt ordered in the *TMM Implementations* under a separate *Provider* called equipment and supplies.
  - Specifics of transfer and ambulation method in *Presenting Situation*.
  - Update *TMM Provider Comments* to provide specific information regarding transfer and ambulation technique and equipment provided.
5. Notify WRHA Logistics if transfer belt is no longer required by client by calling 926-6050 or faxing 940-3104.

### **Hospital Case Coordinator (HCC)**

1. Review the request for transfer belt if received from the client, family, or staff.

2. Consult hospital OT or PT to assess need for transfer belt or other transfer or ambulation equipment.
3. The therapist will order the transfer belt through Logistics using the *WRHA Logistics Services Script/Order* form and advise HCC if a client is being discharged home with Home Care services and client has been assessed to require a transfer belt.
4. Document
  - Transfer belt ordered in the *TMM Implementations* under a separate *Provider* called equipment and supplies.
  - Specifics of transfer and ambulation method in *Presenting Situation*
  - Update *TMM Provider Comments* to provide specific information regarding transfer and ambulation technique and equipment provided.

#### **Community Therapy Services - Occupational Therapist or Physiotherapist**

1. Determine the need for transfer belt and communicate recommendations to Case Coordinator.
2. Therapist completes *WRHA Logistics Services Script/Order* form and faxes request to Logistics.

#### **Hospital or other Occupational Therapist or Physiotherapist**

1. Determine the need for transfer belt and communicate recommendations to Case Coordinator (hospital or community).
2. Therapist completes *WRHA Logistics Services Script/Order* form and faxes request to Logistics.

#### **Resource Coordinator /Nursing Resource Coordinator (RC/NRC)**

1. Review service request.
2. Ensure all assigned HCAs have received training in proper use of transfer belts and if not arrange for review/training.
3. Document specific information regarding transfer and ambulation recommendations in Procura.
4. Ensure all concerns are documented and reported to CC and DSS in a timely manner.

#### **Direct Service Staff (DSS)**

1. Report any damaged transfer belt and/or safety concerns regarding transfers and/or ambulation to RC/NRC.
2. Report to RC if you are not familiar with equipment and request to attend training.
3. Utilize equipment as instructed.

#### **7.0 COMPLETION OF WRHA LOGISTICS SERVICES SCRIPT/ORDER FORM**

1. Write stock number [SAP] for transfer belt:

090000	Sunnyfield Transfer Belt Small
090001	Sunnyfield Transfer Belt Medium
090002	Sunnyfield Transfer Belt Large
090003	Sunnyfield Transfer Belt Extra Large
2. Include any special instructions.
3. Fax request to Logistics at 940-3104.

#### **8.0 REFERENCES**

WRHA Safe Patient Handling and Movement Program May 2008

WRHA Occupational and Environment Safety and Health Safe Patient Handling and Movement Operational Procedures April 2008

Home Care Program P9 - Transfers Best Practice Manual For Direct Service Staff October 2012