PURPOSE:
To teach the patient and caregiver a safe transfer using a sliding board or side-to-side transfer.

CONSIDERATIONS:
1. If caregiver is to assist with the transfer, he/she must use good body mechanics.
2. Assess patient’s upper extremity and sitting balance. Patient should be able to control trunk and incrementally lift buttock off of the surface in a sideway progression.
3. Make sure that the surface that the patient is being transferred to is stable and will not move.
4. If patient demonstrates a lack of sensation in his/her buttock, then an appropriate weight distribution cushion should be used.

EQUIPMENT:
Transfer vest, if available, or gait belt
Wheelchair with detachable arms and leg rests
Sliding board

PROCEDURE:
1. Explain procedure to patient/caregiver and provide written instructions.
2. Position wheelchair at a 45 degree angle to the bed so that the patient’s strong side is closest to the chair and remove arm and leg rests closest to the bed and lock chair. If chair is within reach of bed, patient may be able to do this himself/herself.
3. Place patient in sitting position at the edge of the bed with feet flat on the floor. Adjust bed to be level to chair if possible.
4. Patient/caregiver puts the gait belt on the patient and makes sure that it is secure and removes the arm and foot rest closest to the bed.
5. Have patient lean to side, supporting weight on elbow, and insert board under the opposite side buttock (caregiver may help with placement of board). Patient returns to sitting position.
6. Patient/caregiver should place the board so that it is angled over the center of the wheelchair.
7. Patient places hands on the board and with trunk slightly forward, pushes up clearing the buttock, (caregiver can assist) and moves across the board and into the chair.
8. Patient leans on the intact arm rest to relieve weight on the buttock and he/she or the caregiver pulls the board out.
9. Patient replaces arm rest. Assess whether he/she is centered in the chair with even weight distribution.
10. Patient replaces the leg rest and places his/her feet on the foot rests. If necessary for safety, secure the safety belt.
11. When patient returns to bed, reverse the steps and make sure the patient is in front of the wheel. Do not let the patient push against the back of the chair and slide forward; this movement will cause skin damage. Instead, have the patient or caregiver shift the weight to one side and lift opposite buttock, moving the weight forward and then switch sides until the patient is in front of the wheel.

AFTER CARE:
1. Assess patient’s comfort.
2. Make sure patient has a method to communicate with caregivers.
3. Assess if caregiver needs further instructions.
4. Patient should be taught to relieve the pressure on his/her buttock every 15 minutes.
5. Document in patient’s chart any special instructions or safety measures.