

## Skills Checklist: Transfer from Bed to Wheelchair w Gait Belt

Transferring a resident from bed to a chair or wheelchair			
	Procedure Steps	yes	no
1.	Identifies self by name. Identifies resident. Greets resident by name.		
2.	Washes hands.		
3.	Explains procedure to resident. Speaks clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
4.	Provides for resident's privacy with a curtain, screen, or door.		
5.	Places wheelchair at the head of the bed, facing the foot of the bed, or at the foot of bed, facing the head of bed. Places wheelchair on resident's stronger side.		
6.	Removes wheelchair footrests close to the bed.		
7.	Locks wheelchair wheels.		
8.	Raises head of bed. Adjusts bed level to lowest position. Locks bed wheels.		
9.	Assists resident to a sitting position with feet flat on the floor.		
10.	Puts nonskid footwear on resident and fastens.		
11.	Stands in front of resident. Stands with feet about shoulder-width apart. Bends knees. Keeps back straight.		
12.	Places transfer belt around resident's waist over clothing (not on bare skin). Tightens buckle until it is snug. Grasps belt securely on both sides, with hands in an upward position.		
13.	Provides instructions to allow resident to help with transfer.		
14.	With legs, braces resident's lower legs to prevent slipping.		

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15.	On the count of three, with hands still grasping the transfer belt on both sides and moving upward, helps resident to stand.		
16.	Tells resident to take small steps in the direction of the chair while turning him back toward the chair.		
17.	Asks resident to put hands on wheelchair armrests if able. When the resident's legs touch the back of the chair, helps her lower herself into chair.		
18.	Repositions resident with hips touching back of wheelchair.		
19.	Attaches footrests. Places resident's feet on footrests. Checks that resident is in proper alignment. Removes transfer belt.		
20.	Makes resident comfortable.		
21.	Removes privacy measures.		
22.	Leaves call light within resident's reach.		
23.	Washes hands.		
24.	Is courteous and respectful at all times.		
25.	Reports any changes in resident to the nurse. Documents procedure using facility guidelines.		
	<b><i>To transfer back to bed from a wheelchair:</i></b>		
1.	Performs steps 1 through 7 above.		
2.	Adjusts bed level to a low position, with height of bed equal to or slightly lower than the chair. Locks bed wheels.		
3.	Performs steps 11 through 14 above.		
4.	Helps resident pivot to bed with back of resident's legs against bed. When resident feels the bed, he slowly sits down on the side of the bed.		
5.	Removes transfer belt. Removes footwear. Makes resident comfortable.		
6.	Returns bed to lowest position. Removes privacy measures.		

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7.	Leaves call light within resident's reach.		
8.	Washes hands.		
9.	Is courteous and respectful at all times.		
10.	Reports any changes in resident to the nurse. Documents procedure using facility guidelines.		
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Date Reviewed		Instructor Signature	
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Date Performed		Instructor Signature	
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