

# X Healthcare: How to Safely Transfer a Patient from Bed to Chair

**Policy Number 8**

**Effective Date:** May 25, 2025

**Purpose:** To outline the procedure for safely transferring a patient from a bed to a chair within X Healthcare facilities, minimizing the risk of injury to both patients and staff. This policy applies to all healthcare personnel involved in patient transfer.

## General Guidelines

1. **Assessment:** Before initiating any transfer, assess the patient's physical condition, mobility level, and any limitations or special needs. Consult the patient's chart for any specific instructions or precautions.
2. **Communication:** Clearly explain the procedure to the patient. Ensure they understand what is expected of them and encourage their cooperation.
3. **Assistance:** Determine the level of assistance required. If the patient can assist, encourage them to do so. If not, ensure sufficient personnel are available to perform the transfer safely.
4. **Equipment:** Gather all necessary equipment before starting the transfer. This may include a gait belt, wheelchair, or other assistive devices. Check that the equipment is in good working order.
5. **Environment:** Ensure the environment is safe. Clear any obstacles between the bed and the chair. Lock the bed and the chair wheels before and during the transfer.
6. **Body Mechanics:** Healthcare personnel should use proper body mechanics during the transfer. Keep your back straight, bend at your knees, and avoid twisting. Lift with your legs, not your back.

## Transfer Procedure

1. **Positioning:**
  - Position the chair close to the bed and lock its wheels.

- Adjust the bed height to a comfortable working level.
- Have the patient lie on their side facing the chair.
- 2. **Gait Belt:**
  - If using a gait belt, apply it securely around the patient's waist. Ensure it is snug but not too tight.
- 3. **Assistance to Sitting:**
  - Assist the patient to sit up on the edge of the bed.
  - Allow the patient time to adjust to an upright position. Check for any dizziness or lightheadedness.
- 4. **Standing (if applicable):**
  - If the patient can stand, have them place their feet flat on the floor.
  - Support the patient by holding onto the gait belt or their arms.
  - Assist the patient to stand up slowly.
- 5. **Pivot and Transfer:**
  - Once the patient is standing (or if assisting from sitting), pivot towards the chair.
  - Guide the patient gently into the chair.
  - Ensure the patient is seated comfortably and safely.
- 6. **Positioning in Chair:**
  - Ensure the patient's back is against the chair back.
  - Position their feet flat on the floor or on footrests.
  - Assess their comfort and safety.

## Post-Transfer

1. **Reassessment:** Reassess the patient's condition after the transfer. Check for any discomfort or signs of distress.
2. **Documentation:** Document the transfer in the patient's chart, including the method used, any assistance provided, and the patient's response to the transfer.

## Emergency Procedures

- In the event of a patient fall, immediately assess the patient for injuries. Notify the charge nurse and follow established incident reporting procedures.

## Policy Review

This policy will be reviewed and updated annually or as needed to reflect current best practices and regulatory requirements.