

# Transfer, Lateral: Using Transfer Board in Operating Room

## Site Applicability

PHC Operating Rooms

## Practice Level

Basic Skill

## Need to Know

- The transfer board facilitates smooth lateral transfer from one surface or vehicle to another. The transfer board also bridges the gap between surfaces, offering support should the brakes fail or equipment move.
- To reduce the chance of injury, staff should position the bed at the appropriate height.
- The transfer requires a **minimum** of four people: anesthesiologist/designate at head, one on each side of the bed, one at the foot to guide legs.
- The anesthesiologist or designate directs the transfer by counting out loud.

## Equipment and Supplies

1. Draw sheet (white/blue slider) or soaker pad
2. Transfer board

## Procedure

### Steps

STEPS	RATIONALE
<b>Preparation of stretcher/bed:</b>	
1. Check brakes on the stretcher and bed.	To ensure that any problem is detected prior to using the equipment.
2. Partially wrap a soaker pad or draw sheet (white/blue slider) horizontally around the transfer board (underside against the board.) Place the board on the stretcher/bed to which the patient is being transferred.	More comfortable for the patient. Helps to keep the board from becoming grossly soiled.  N.B. According to the supplier, the transfer board may be used on its own without a wrap.
<b>Patient preparation for transfer:</b>	
3. Bring stretcher/bed alongside OR bed and <b>lock brakes</b> .	To keep the bed/stretcher in place.
4. Adjust the heights of the stretcher and bed or beds, with the “receiving” one a little lower.	To ensure that the bed height is appropriate for staff, and to use gravity to facilitate transfer.
5. Ensure a <b>minimum</b> of four people are present for the transfer: <ul style="list-style-type: none"> <li>Anesthesiologist/designate guides patient’s head.</li> <li>One person on each side.</li> <li>One person at the foot.</li> </ul>	Extra people may be required based on assessment of patient.
6. On instruction (count of “1- 2- 3”) from the anesthesiologist/designate, roll the patient slightly and place the transfer board underneath. Ensure the transfer board is partly on the stretcher/bed to which the patient is being transferred. The roll is initiated by the person standing beside the patient. They place the patient’s uppermost arm across the chest, and place their hands on the patient’s shoulder and hip.	Synchronized movement prevents injuries to patient and staff.  The transfer board acts as a bridge between the two surfaces.

This material has been prepared solely for use at Providence Health Care (PHC), Provincial Health Services Authority (PHSA) and Vancouver Coastal Health (VCH). PHC, PHSA and VCH accept no responsibility for use of this material by any person or organization not associated with PHC, PHSA and VCH. A printed copy of this document may not reflect the current electronic version.



<b>First Released Date:</b>	August-2008
<b>Posted Date:</b>	06-APR-2021
<b>Last Revised:</b>	06-APR-2021
<b>Last Reviewed:</b>	
<b>Approved By:</b>	PHC
	Professional Practice Standards Committee
<b>Owners:</b>	PHC
	Surgery