

Transfer, Lateral: Using Sliding Sheet and Transfer Board MSJ

Site Applicability

Mount Saint Joseph Hospital Operating Rooms, Surgical Day Care and Post Anesthetic Care areas

Practice Level

Basic: RN, LPN, Physicians and OR porter aides

Need to Know

Slider sheet(s) and a transfer board must be used when the patient is unable to transfer independently or for patient who requires assistance moving from one flat surface to another (lateral transfer), for example from patient's bed/stretcher to OR bed or the other way around.

Both slider sheet and a slider board must be used during manual patient lateral transfer or when moving patient from one flat surface to another; for example from a stretcher to OR bed or the other way around.

Slider sheet and transfer board facilitate smooth lateral transfer from one flat surface or another. A second slider sheet may be used to support the patient lower limbs as needed. Ensure both sheets are joined together and the patient's limb and torso are safely positioned on the sheet.

The transfer board also bridges the gap between bed surfaces, offering support should brake fail or for any reasons the bed or the equipment move.

For safety, always check the patient bed/stretcher and OR brakes are working. Ensure brakes are locked prior to patient lateral transfer. Do not use, remove and report any stretcher or bed with faulty brakes.

To reduce the chance of injury, staff should adjust OR bed and patient bed/ stretcher height to appropriate working level (i.e. hip region) to facilitate smoother transfer.

Equipment and Supplies

- Slider sheets x 1
- Transfer board
- Additional slider sheets to support lower limb as needed

Procedure

NOTE: The transfer requires a minimum of four people.

- the anesthesiologist/designate at patient's head
- 1 (one) staff on each side of the patient
- 1 (one) staff at the foot to guide legs.

More than 4 staff may be required depending upon the patient's size and the number of tubes and lines that need monitoring during the transfer. Ask for help as needed.

The anesthesiologist/designate directs the transfer by counting out loud. Always check in with anesthesiologist first, before moving the patient to ensure readiness and safe transfer of the patient.

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Place slider sheet with the low friction microfiber panel down on OR bed or stretcher. Tuck the ends, pull the sheet taut and use it as you would use a regular drawsheet or pad. See [Appendix A](#).

1. Explain the procedure to the patient.
2. Place the slider sheet(s) under the patient. Ensure the patient's mid thighs and shoulders are positioned on the sheet. A second slider sheet may be used to support the lower limb as needed.
3. Position the stretcher next to OR bed. Both bed flat position and both rails down.
4. Ensure the brakes are applied on both patient's bed/stretcher and OR bed.
5. Raise bed height to appropriate working level (i.e. hip region).
6. Place a slider board between beds.
7. Untuck the ends, pull the sheet taut and use it as you would use a regular drawsheet or pad.
8. For smoother and synchronize lateral transfer of the patient, usually, the anesthesiologist will direct the patient lateral transfer. The anesthesiologist must direct the count, i.e. count "1, 2, 3, slide."
9. Slide the patient to and from the patient's bed/stretcher or OR bed. If necessary, reposition the patient using the slider sheets.
10. Use a weight shift from one foot to the other during lateral transfer/repositioning motion.
11. When the transfer task is completed, remove the slider and slider board from under the patient.
12. Leave used slider sheet and transfer board on the patient's bed /stretcher. They will be used again for post op lateral transfer.
13. Bring and place the patient's bed/stretcher outside the OR, ready for post op use.
14. After each used, wipe down the slider board with sanitizing wipes and place slider sheets in the regular laundry bin.

Related Documents

1. Occupational Health and Safety Musculoskeletal Injury Prevention Program
2. Vancouver Coastal Health, Regional Clinical Practice Documents, Lifts & Transfers: Smooth Mover (Blue) Transfer Board.
3. [B-00-11-10183](#) – Safe Patient Handling (policy)

References:

Safe Patient Handling: Learning hub module - Sliding Sheets

PHC [MSIP Program. Lateral Transfer with Sliding Sheets](#)

PHC MSIP Program. The [Sliding Sheet – Reducing your risk of Injury](#)

Persons/Groups Consulted:

MSJ Anesthesiologist

MSJ Nurse Educator, PACU/SCDCU/Endo


MSJ Supervisor Surgical Services, PACU/SDCU/Endoscopy

Developed By:

MS Nurse Educator, OR and DT Procedure Rooms

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Appendix A




ST. PAUL'S HOSPITAL
 PROVIDENCE HEALTH CARE

Lateral Transfer with Sliding Sheets


Preparation of the O.R. Stretcher

- Slider board
- Two sliding sheets
- Top sliding sheet with handles




Patient Preparation

- Cross feet — left over right
- Left arm across body



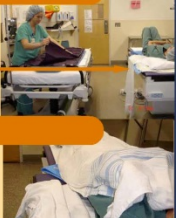
Move Stretcher beside O.R. Table

- Lock brakes




Preparation O.R. Table

- Put in load position
- Remove left stirrup




Roll Patient to Right Side by Pushing

- Holder — maintains tension on draw sheet
- Pushers

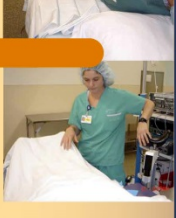


Ready for Patient Transfer

- Stretcher locked
- Slider board in place
- Two slider sheets




Fan Fold Draw Sheet




Sliding Sheets & Slider Board Placement

- Holder maintains patient position




Grab Top Sliding Sheet...

- by handle grips, or...
- use extension straps to shorten reach

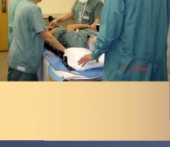


Right Stirrup Position

- Loosen right stirrup
- Swing out of way to allow maximum room

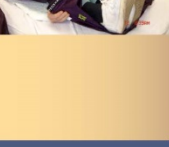


Tuck Slider Sheets Well Under Patient



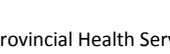
Slide Patient to Stretcher

- Bottom sliding sheet and slider board remain on O.R. table



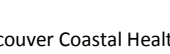
Roll Back to Supine

- Sliding sheets will now be under patient



Remove Sliding Sheet

- Grab corner & turn sheet back on itself
- Gently pull



Also see videos on the [OH&S web pages](#)

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