

Transferring a donor between beds, trolleys or tables

General

- You should always follow instructions given by the team.
- Appoint one person to co-ordinate the move make sure that the team understands the sequence of actions.
- Always use the correct technique to avoid injuring the donor, yourself or helpers.
- Try and space yourself and helpers to minimise individual load from the activity.
- Try and get as close as you can avoiding / dealing with any obstructions if you can.
- Use the whole of the hand to move / hold loads. If arms and trunk can be used as well they can provide an even more secure hold (depending on the activity).

Suitable equipment / aids for this task:

- Adjustable height bed / trolleys
- Mechanised transfer aids such as 'Airpal'
- Full length slide boards such as 'Patslide'
- Low friction rollers / sheets

For all equipment, the user should, before attempting to use them have:

- Sufficient knowledge on purpose and how to use them safely
- Ensure brakes are applied on equipment.
- Check floors for any potential slipping hazards before commencing the transfer
- Trolleys / beds / tables all have slightly differing operating instructions so manufacturer's instructions need to be referred to or advice sought from hospital staff.
- Consider individual capability of staff involved and try and match height where possible so as to minimise disadvantaging anyone involved.

Preparation (3, 4 or more individuals may be needed depending on location, donor size etc.)

1. Donor size, weight, shape and any obstructions assessed (e.g. attachments to donor). Actual donor size and weight will be known (as this is part of organ donation procurement requirements anyway).
2. Identify team leader.
3. Ensure all attachments are secure and not likely to cause injury e.g. catheter bags.
4. Check brakes and adjust to comfortable working height making sure not to disadvantage shorter individuals.
5. Position equipment so close to hand and to avoid unnecessary overreaching whilst assisting with the transfer.

ODT SN-OD Safe System of Work Guidelines

Performing the transfer

1. Two staff roll the donor onto their side facing away from the direction they will be moving towards.
2. Two other staff position the transfer equipment (Patslide, low friction equipment, long handled slide sheet, behind the donor and roll them back partly onto the equipment.
3. Position the second bed / trolley close alongside and apply brakes. If possible this should be slightly lower (approx 5 cms) lower than the surface the donor is currently on to minimise force exerted whilst performing this task, as gravity will assist with the move.
4. Slide the donor across in stages taking care not to overreach.
5. Remove sliding equipment when in position and ensure the person is safe and positioned as required.