Air Assisted Lateral Transfer Device Safe Work Practice

**How to use an air-assisted lateral transfer device.** (Disclaimer: See specific instructions for the air assisted lateral transfer device on your unit)

1. Note the weight limit of the system. Some have a safe working limit (SWL) of 1000 pounds, some are 1200 pounds. See the instructions for the SWL of the device.

2. Before starting, ensure a second staff member is available. Additional caregivers are recommended when moving a patient that is heavier than 750 pounds / 340 kilograms.

3. Visually inspect the air supply to ensure the power cord is not frayed or nicked and that there is no visual damage that would render the air supply unusable.

4. Visually inspect the transfer mattress to ensure there are no missing parts (e.g. safety straps and handles) and there are no tears or holes that would prevent the transfer mattress from inflating.

   **Note:** If any damage is found that would render either the air supply or transfer mattress to not function as intended, they must be removed from use as per the unit safe work practice.

For the rest of the instructions remember to let the patient know what you are doing BEFORE you do it. The instructions below are written for a transfer from bed to stretcher:

5. The starting surface (bed) should be at an appropriate height to promote good body mechanics. Appropriate height is approximately waist height.

6. The patient should be in a horizontal position for transfer/repositioning on a transfer mattress that is an appropriate width.

7. Ideally, the transfer mattress could be on the bed before the patient arrives. If this is not reasonable, place the transfer mattress under the patient using a mechanical lift and sling (preferably repositioning sling) or log-rolling technique.

8. Whatever the patient is lying on to keep the bed mattress clean can be placed on top of the transfer mattress to help keep it clean.

9. Secure the patient to the transfer mattress with the available safety straps. Ensure the straps are loose as they will tighten during mattress inflation.

10. Insert the air supply hose nozzle into the mattress in one of the air entries as per the instructions of the specific device. If there is a snap or velcro lock available, lock the hose in place.

11. Make sure the air supply is at the foot of the bed and the air supply hose and electrical cord are routed in a manner to ensure they do not get caught or create a tripping hazard. Also, avoid blocking the air intakes of the Air Supply.

12. Plug the air supply power cord into an electrical outlet.

13. Lower the bed rails of both the bed and the stretcher on the sides that the patient will be sliding over.
14. Bring the receiving surface (stretcher) up against the starting surface (bed). Ensure both surfaces are as close as possible to each other.
15. Ensure that the brakes are locked for both surfaces in the transfer. In this case, all wheels of the bed and stretcher should be locked. The side rail on the receiving surface should be up.
16. If possible, the receiving surface (stretcher) should be slightly lower than the first surface (bed), but not more than one inch lower.

   **Note:** If you are transferring from or to a low loss mattress, the low air loss mattress air flow must be set at the highest level to ensure a firm surface.

17. One staff member will stand on the side of the starting surface (bed), grasping the transfer handles of the transfer mattress to prevent movement while the transfer mattress is being inflated.
18. The other staff member will turn on the air supply and then move to stand on the side of the receiving surface (stretcher).
19. Once the transfer mattress is inflated, the staff member on the starting surface will push the patient on an angle, feet first, towards the second staff member.
20. When the patient is close enough, the second staff member will grasp the transfer handles and pull the patient into the desired position on the receiving surface (stretcher).
21. Ensure that the patient is centred on the receiving equipment (stretcher) prior to deflation. This is especially true when the width of the transfer mattress is wider than the receiving surface.
22. Turn off the air supply to deflate the mattress.
23. If for some reason the mattress needs to be removed, the log-rolling or unravelling technique can be used.
24. Employ the receiving equipment’s (stretcher) rails.
25. NEVER LEAVE A PATIENT UNATTENDED ON AN INFLATED AIR TRANSFER SYSTEM.

**Alternate Methods to Insert**

1. Log roll technique. Refer to slider sheet safe work practice, page 2 for proper technique.
2. Lifting patient with repositioning sheet and placing transfer mattress underneath. Refer to sling safe work practice, page 5 for proper use of repositioning slings/sheets.

**Cleaning**

Cleaning as per vendor instructions. If local policies are different than vendor instructions, discuss with vendor to ensure no voiding of warranties.