

# 5f: Moving a person in a supine position from a bed to a trolley or from a bed to a bed

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**Remember:**

- All carers must be trained and competent
- Check the moving and handling plan
- Complete checks on equipment
- Obtain consent from the person to be moved
- Perform hand hygiene
- Use personal protective equipment where required
- Communicate a clear explanation to the person to be moved
- Maintain the person's privacy and dignity
- Agree commands with assisting carers: e.g., "Ready, steady, move"
- Leave the person safe on completion of the task
- Clean and tidy away any equipment used

It is necessary to move people between two flat surfaces in a variety of settings, but the underlying principles remain the same. This type of transfer may be used to move a person:

- From a theatre trolley to a bed (or vice versa);
- From an ambulance stretcher to a trolley in the accident and emergency department;
- Between two different beds in a community setting; or
- From a powered air-raiser to a bed following a fall (see section 6).

Carers must not lift when undertaking this type of transfer. For someone who cannot transfer themselves across two surfaces, it is important to conduct an adequate risk assessment before proceeding, as well as obtaining sufficient numbers of carers and appropriate equipment, according to the following guidelines:

- Arrange for one carer to coordinate the move (usually the carer at the receiving side, or at the head-end if the person is unconscious).
- Agree suitable commands, such as "Ready, Steady, Slide".
- Remove the headboard, if necessary.
- Adjust the surfaces to a height that reduces stooping. The ideal height is between wrist and elbow, so that the sliding force generated through the carers' forearms is horizontal, resulting in less friction and less effort.

- Position the receiving surface slightly lower than the starting surface, to make the move easier. For trolleys with a hard edge, the starting surface can be slightly higher.
- Ensure that there is enough space around the bed and trolley to allow access to all sides of both surfaces during the procedure.
- The brakes on the bed and trolley **MUST** be applied before beginning the transfer.
- Any infusions, invasive lines, catheter bags or splints attached to the person must be moved to an appropriate position before beginning (using additional help if required).
- If the person has a suspected spinal fracture, carers will need to follow local policies on the management of a person with suspected spinal injury.

There are several techniques for this type of transfer, depending on the equipment available. The techniques described here use large transfer boards to bridge the gap between the two surfaces, and different slide-sheet options. Air or hover-type mattresses can be used, depending on local availability (refer to local policies and the section 6 on assisting a person after a fall).

This section shows two methods of transfer from a bed to a trolley for transport to theatre. The first uses a large transfer board and a transfer slide sheet with long handles; the second uses a large transfer board with two flat slide sheets.

## Method 1: large transfer board and transfer slide sheet



This technique requires a large transfer board, a transfer sheet (which has long handles) and a slide sheet. Ensure that the person is within the maximum weight limit of the transfer board. Before beginning, make sure the brakes on the bed are on. Roll the person as described in section 5b to allow insertion of the equipment under them.

## Insert the transfer sheet and slide sheet



Once the person is lying on the slide sheet with the long-handled transfer sheet on top of it, roll them again in order to place the transfer board under the transfer slide sheet. The person's head **MUST** be on the board. Allow the board to overhang the bed in readiness for bridging the gap between the two surfaces.

**Do not undertake or attempt any procedure unless you are, or have supervision from, a properly trained, experienced and competent person. Always first explain the procedure to the person and obtain their consent, in line with the policies of your employer or educational institution.**

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Position the trolley



Raise the bed slightly higher than the trolley, so the trolley can pass beneath the transfer board, and gravity will assist with the move. Move the trolley alongside the bed and apply the brakes. Avoid placing the transfer board after moving the trolley, as this requires excessive reach.

Move the person across the transfer board



Ask the person to cross their arms across their chest, if able to do so. Pull the long handles on the transfer sheet across the trolley, making sure they do not become trapped between the bed and trolley. Carers on the receiving side grasp the handles and adopt a walk/stand position. The coordinator says "Ready, Steady, Slide", and on "Slide", the receiving carers transfer their weight backwards and slide the person across the board onto the trolley.

A third carer assists by pushing gently



The carer beside the bed can assist by pushing the person gently as the other two pull the person across. The command and actions may have to be repeated, with the pulling carers repositioning themselves each time until the person is in the centre of the trolley. The pushing carer must not overreach when the person is sliding. Once the person is on the trolley, the carers remove the transfer board and the slide sheet(s) (as shown in section 5b) and raise the side rails. If transferring from the trolley to the bed, once the person is in position, make them comfortable, raise or lower the bed's safety rails according to the person's falls assessment and local policy, and set the bed to its lowest height before leaving the bedside.

Method 2: large transfer board with slide sheets



This method requires a large transfer board and two large flat slide sheets or one large tubular slide sheet. Before starting, make sure the brakes of the bed are ON, and that the person is within the maximum weight limit of the transfer board. Roll the person as described in section 5b to insert the slide sheets or tubular slide sheet (if using the latter, make sure the openings are at the top and bottom of the bed so the sheet can roll between the surfaces). Roll the person and insert the large transfer board beneath the sheet(s). The person's head MUST be on the board. Allow the transfer board to overhang the bed in order to bridge the gap between the surfaces. Ask the person to cross their arms across their chest, if they are able to do so.

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Bring the trolley alongside the bed



Adjust the bed to be slightly higher than the trolley, so that the trolley can pass below the transfer board, and gravity can assist the move. Move the trolley into position alongside the bed and apply the brakes. Position the transfer board before moving the trolley so that the carers do not need to stretch excessively across the two surfaces.

The carers next to the bed gently push the person



The carers beside the bed initiate the movement by pushing the person towards the far edge of the bed; this brings the load closer to the receiving carers and reduces the need to over-stretch. The carers beside the bed must avoid overreaching when pushing.

The carers by the trolley pull the slide sheet across



The receiving carers pull the top slide sheet (or top layer of the tubular slide sheet) to complete the manoeuvre. With this technique, three carers undertake the transfer—two starting on the pushing side and one moving to help on the pulling side to complete the manoeuvre. If there are more carers, there is no need for one to move from one side to the other.

Completion of the transfer



Once the person is on the trolley, the carers remove the transfer board and the slide sheet(s) (see section 5b) and raise the side rails. If transferring from the trolley to the bed, once the person is in position, make them comfortable, raise or lower the bed's safety rails according to the person's falls assessment and local policy, and set the bed to its lowest height before leaving the bedside.

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