

PATHWAYS ABILITIES SOCIETY

PROCEDURE: LIFT AND TRANSFER

Applies to: All Personnel, Volunteers and Individuals Receiving Service

Original Effective Date: January 14, 2019

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Replaces Procedure Dated: Not Applicable

Entering Service

1. When the Community Placement Developer (CPD) receives a new referral for an individual with mobility issues, they will ensure that adequate guidelines and protocols are in place to support that individual.
2. The CPD posts the guidelines and/or protocols in Individual's Information and/or under Protocols and Guidelines on ShareVision.
3. If protocols are not in place, the CPD notifies the Licensed Practical Nurse (LPN) or designate.
4. The LPN or designate does an assessment to determine if a transfer belt or other assistive device must be used.
5. If the LPN is able to perform the assessment, they create a protocol and/or a list of guidelines. The LPN posts the guidelines in the "Individual Information" and/or uploads the protocol under Protocols and Guidelines on ShareVision.
6. If the LPN or designate determines the assessment is out of their scope of practice, they send a referral to Health Services for Community Living (HSCL) using the HSCL referral form requesting assistance from the appropriate health care professional(s). The LPN or designate may also contact the appropriate health care professional(s) to let them know the referral is coming.
7. The individual will begin services when the assessment by the LPN or designate or HSCL is complete and the appropriate protocol is in place.

Individual in Service

1. If staff note a decline or change in mobility abilities, they notify their supervisor. The supervisor then notifies the LPN or designate regarding the change.
2. If Leadership is processing a larger number of falls for an individual, they will notify the LPN or designate to investigate the situation.
3. The LPN or designate does an assessment to determine how to assist with the change in mobility and/or increased number of falls. This may include but is not limited

to the use of a transfer belt, use of a wheel chair in community, use of mechanical lift during transfers and/or obtaining a referral to HSCL for assessment.

4. If the LPN is able to perform the assessment, they then add the information regarding the assessment to Individual's Information and/or upload a new or revised transfer protocol to Protocols and Guidelines on ShareVision.

5. The LPN or designate places an announcement on the individual's ShareVision home page, alerting staff to the change.

6. If a referral is required, the LPN or designate fills out the HSCL referral form. The LPN may also contact the appropriate health care professional(s) at HSCL to let them know the referral is coming and to seek advice on how to support the individual until the assessment complete.

7. Once the assessment is complete, the LPN or designate updates the Individual's Information and/or uploads the new or revised protocol in the individual's Protocols and Guidelines on ShareVision.

8. The LPN or designate places an announcement on the individual's ShareVision home page, alerting staff to the change.

9. Pathways has a no lift policy and there is to be no manual lifting unless it is a medical emergency.