

Skills Checklist: Transfer Patient from Bed to Chair / Chair to Bed Using Transfer Belt

Nursing Assistant's Name:

Reviewer Name:

| Procedure Steps | Performed | Performed, but needs improvement | Did not Perform |
|--|-----------|----------------------------------|-----------------|
| Bed to Chair | | | |
| Carry out Initial Steps | | | |
| Feedback | | | |
| Assemble equipment: <ul style="list-style-type: none"> • Transfer belt • Chair for patient • Bath blanket • Robe or clothing • Shoes and socks | | | |
| Feedback | | | |
| Position & prepare chair for transfer: <ul style="list-style-type: none"> • place the chair parallel to the bed on the patient's stronger side • secure the wheelchair with the front wheels facing forward • remove or raise footrests • cover the chair with a bath blanket if the patient isn't fully clothed | | | |
| Feedback | | | |
| Lower the bed, lock the wheels | | | |
| Feedback | | | |
| Assist the patient in moving to the bed's edge: <ul style="list-style-type: none"> • have them roll onto their side | | | |

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| <ul style="list-style-type: none"> flex their knees use their arms to push up to a sitting position with legs sliding off the bed | | | |
| Feedback | | | |
| If needed, support the patient by placing one arm under their shoulders and the other around their knees, helping them sit up and adjust to the position, then apply the transfer belt, and assist with shoes and socks | | | |
| Feedback | | | |
| <p>Ensure the patient's weaker arm is supported:</p> <ul style="list-style-type: none"> instruct them to move closer to the bed's edge spread their knees lean forward position their feet correctly, with the stronger leg slightly back | | | |
| Feedback | | | |
| <p>Assist the patient in standing by:</p> <ul style="list-style-type: none"> holding the transfer belt securely using your body to support their weaker leg instructing them to push off the bed on the count of three | | | |
| Feedback | | | |
| <p>If the patient cannot walk:</p> <ul style="list-style-type: none"> pivot them to the chair | | | |

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| <ul style="list-style-type: none"> ensure they feel the chair against their legs guide them to sit by bending their knees and lowering themselves into the chair | | | |
| Feedback | | | |
| Position the patient comfortably in the chair, ensure the signal light is within reach, and prepare the bed for their return, concluding with any necessary procedures | | | |
| Feedback | | | |
| Chair to Bed | | | |
| Position & prepare chair for transfer: <ul style="list-style-type: none"> place the chair parallel to the bed on the patient's stronger side lower the bed to its lowest position lock the bed and wheelchair wheels raise or remove footrests | | | |
| Feedback | | | |
| Place a transfer belt around the patient's waist: <ul style="list-style-type: none"> have them place their feet flat on the floor move forward in the chair bend forward spread their knees with the stronger foot slightly behind the weaker foot, while placing their hands on the arms of the chair | | | |
| Feedback | | | |
| Hold the transfer belt with an | | | |

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| underhand grasp, brace the patient's weaker leg with your knee, and on the count of three, assist the patient in standing up | | | |
| Feedback | | | |
| Allow them to stabilize before instructing them to pivot and sit on the bed when the mattress touches the back of their legs | | | |
| Feedback | | | |
| Once the patient is seated on the bed: <ul style="list-style-type: none"> • remove the transfer belt • assist with removing slippers and robe • help them lie down and position them comfortably • ensure the signal light is within reach | | | |
| Feedback | | | |
| Move the wheelchair out of the way and complete any necessary ending procedures | | | |
| Feedback | | | |

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