

Skills Checklist: Transferring Patient On/Off Toilet

Nursing Assistant's Name:

Reviewer Name:

Procedure Steps	Performed	Performed, but needs improvement	Did not Perform
Carry out Initial Steps			
Feedback			
Assemble equipment: -Toilet tissue -Transfer belt -Disposable gloves -Commode if toilet is not available			
Feedback			
Position the wheelchair at a right angle to the toilet or commode to face the wall rail. Position the large part of the wheelchair's front caster wheels facing forward, and lock the wheels. Raise or remove the footrests			
Feedback			
Place a transfer belt around the patient's waist. Use an underhand grasp with one hand toward the patient's back and the other hand toward the patient's front			
Feedback			
Tell the patient to lean forward slightly, to place the stronger foot slightly behind the other foot, to grasp the wall rail with both hands, and to bring themselves to a standing position by pushing off from the wheelchair			
Feedback			
Have the patient pivot or step around until they feel the toilet or commode against the back of their legs			

Feedback			
Slide the pants and underwear down over the patient's knees. You may need to keep one hand on the transfer belt and use the other hand to manipulate the patient's clothing			
Feedback			
Assist the patient to a sitting position on the toilet and allow them time to eliminate			
Feedback			
When the patient is finished, put on disposable gloves. Use toilet tissue to clean the patient if they are unable to do this themselves. If the patient is steady, remove and dispose of your gloves. Instruct the patient to stand and to reach for the wall rail. Then assist with pulling the patient's underwear and pants up			
Feedback			
If the sink is close enough, the patient can pivot or step to the sink to wash their hands before sitting down in the wheelchair. Otherwise, unlock the wheelchair, replace the footrests, and move the wheelchair to the sink so this step can be completed while the patient is seated			
Feedback			
Wash your hands			
Feedback			
Assist the patient to leave the bathroom. Make sure they are comfortable and have a signal light			

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within reach			
Feedback			
Carry out last procedure			
Feedback			

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