

## PERFORMANCE CHECKLIST

Name \_\_\_\_\_

### Transferring from Bed to Stretcher

*To be completed by instructor during observation of 100%, unassisted mastery of procedure. Date and sign below. Skill mastery must be demonstrated prior to direct patient contact.*

**Equipment:** Stretcher covered with a sheet, drawsheet, and pillow.

- \_\_\_\_\_ 1. Assemble equipment and request help needed from coworkers.
- \_\_\_\_\_ 2. Knock before entering room.
- \_\_\_\_\_ 3. Address resident by name.
- \_\_\_\_\_ 4. State your name and title.
- \_\_\_\_\_ 5. Identify resident.
- \_\_\_\_\_ 6. Explain procedure and obtain permission.
- \_\_\_\_\_ 7. Wash hands.
- \_\_\_\_\_ 8. Provide privacy.
- \_\_\_\_\_ 9. Check that wheels of bed are locked. Raise bed to highest level, while coworkers stand at sides of bed.
- \_\_\_\_\_ 10. Cover with blanket. Fanfold linens to foot of bed.
- \_\_\_\_\_ 11. Lower head of bed to flat position. Remove pillow.
- \_\_\_\_\_ 12. Place drawsheet under resident, if not already present. With co-workers on both sides, roll sides of drawsheet close to resident.
- \_\_\_\_\_ 13. Move resident to side of bed using drawsheet.
- \_\_\_\_\_ 14. Position stretcher next to bed and lock wheels.
- \_\_\_\_\_ 15. Transfer using drawsheet on count of "3" and position in center of stretcher.
- \_\_\_\_\_ 16. Provide for comfort and place pillow under head.
- \_\_\_\_\_ 17. Fasten safety straps and raise side rails of stretcher.
- \_\_\_\_\_ 18. Unlock wheels and transport as directed. Never leave on stretcher unattended.
- \_\_\_\_\_ 19. Wash hands.
- \_\_\_\_\_ 20. Report transfer to supervisor.
- \_\_\_\_\_ 21. Reverse procedure to return resident to bed.

Pass \_\_\_\_\_ Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

***The above signature attests that the evaluator did not prompt, give hints, or otherwise assist the individual in the performance of the skills, or allow the individual to study the skill after selection or before demonstration when the individual was being tested for competency. 2005***