



Duke University Health System 2009 Ambulatory Falls Prevention Training

Checklist for Falls Prevention Champion and Staff

Type of Transfer	Expected Learner Outcomes	Validation (Date/Initials)
General Wheelchair Safety	Demonstrates correct use of the features on the wheelchair <ul style="list-style-type: none"> • locks and unlocks wheelchair • applies and removes leg rests/foot plates (if applicable) • applies and removes arm rests (if applicable) 	
	Verbalizes when to lock wheelchair	
Assists individual to stand with walker	Locks wheelchair, exam table or stretcher prior to transfer <ul style="list-style-type: none"> • lowers the height (if available) 	
	Places walker in front of the individual	
	Stabilizes the walker by holding it down and placing foot to block the legs	
	Asks the individual to <ul style="list-style-type: none"> • scoot to the edge of the wheelchair/chair/exam table/stretcher • place one hand on the handle of the walker and the other hand on the arm of the wheelchair/chair or the surface of the exam table or stretcher • push up to stand 	
	Demonstrates how an individual should NOT use a walker	
Transfers between wheelchair, exam table, procedure table or stretcher	Positions the wheelchair at a 30 degree angle next to the table or stretcher	
	Locks wheelchair, exam table, procedure table, or stretcher prior to transfer	
	Asks individual to scoot to the edge of the wheelchair	
	Prepares to assist the individual: <ul style="list-style-type: none"> • places hands on the individual's back while individual places hands on arm rests • places one knee between the individual's knees for support • bends knees & maintains spine in neutral position • tells individual to move his arms to your elbows • asks individual to "pivot" or take side step toward the final destination and slowly lower the individual to the surface 	
	Demonstrates correct use of gait belt or alternative device with transfer (if appropriate and available)	
Assists individual to sit up from lying down position	Raises the back of the stretcher or exam table so that the individual will be in an upright position	
	Asks individual to push on the seat to scoot to the edge of the seat	
	Brings assistive device to individual <ul style="list-style-type: none"> • walker – places directly in front of individual and applies the safety tips on walker use • wheelchair – apply the safety tips on wheelchair safety 	
	If the exam table does not have "back" up and down feature, learner should: <ul style="list-style-type: none"> • get close to the individual • place one hand behind the individual's back • ask the individual to turn to the side of the exam table (if space 	

	<p>is available)</p> <ul style="list-style-type: none"> ask the individual to place elbow on the exam table to push up or hold the learner's hand <p>Demonstrates what individual should NOT do when learner is helping him to sit up.</p>	
Walking with an individual (who needs assistance)	Explains to the individual the "skater" position	
	Places one arm around the individual's waist <ul style="list-style-type: none"> holds the hand that is closest to the learner (if an assistive device is not used) 	
	Walks next to individual slowly at individual's pace <ul style="list-style-type: none"> If handrail is available, ask the individual to use the handrail Ask the individual to use his cane (if available) Ask the individual to use his walker (if available) 	
	When walking with the individual with a walker: <ul style="list-style-type: none"> Stand next to the individual and hold onto to his waist as he walks with the walker Remind the individual to keep the walker close and NOT walk with the walker go too far ahead. 	
Challenging Situation: Bathroom Transfer	<p>State key points:</p> <ul style="list-style-type: none"> Plan out and communicate the transfers with involved persons Requires two people - one to support the individual and one to manage the clothing or hygiene Use handrails or assistive device with the individual for support (if available) 	
Challenging Situation: Car Transfer	States two reasons why car transfer is difficult	
	Before transfers, states two conditions that the learner needs to know about the individual	
	States what to do if the individual is not responsive	
	<p>Demonstrates basic techniques for car transfer:</p> <ul style="list-style-type: none"> Have two people to assist Swing the door wide or roll down the window to use the door Turn the individual's legs outside of the car Place the wheelchair right next to you Stand the individual against the car. Pivot the individual to the wheelchair Apply the general safety use of the wheelchair 	

Signature of Trainer

Print Name of Trainer

Work Location

Signature of Learner

Print Name of Learner

Work Location

Date