



Manual Handling Service

Patient Handling Induction

Venue:

Date:

Time: 9.00am – 4.00pm

Tutors' signature:.....

PWA Code:

Full Name (Please Print)	Job Title	Ward / Dept	Hosp	Signature am	Signature pm	Memo (Office use)
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Theory covered by E-Learning

Classroom Session

Please initial each section as appropriate; leave blank any section not required to be covered

Introduction	Initials
Introduction: Fire Procedure, Duty of Care	
Check E- Learning Certificates	
Efficient Movement practical: therapeutic / functional	

Chair Manoeuvres	Discussed	Demo	Practised
On the spot assessment			
Sit → Stand with assistance			
Stand → Sit with assistance			
Walking with patient, chair ↔ bed			
Forward/backward in chair with assistance			
Transfers: chair to chair			
Positioning of hoist sling in sitting with glidesheet			

Bed Manoeuvres	Discussed	Demo	Practised
Roll patient with assistance			
Lie→ sit with assistance			
Sit →stand→ sit at bedside			
Move dependent patient up bed in supine with glide sheet:			
Minimal assist of patient up bed in supine with glide sheet			
Move patient up the bed in sitting with appropriate equipment and assistance			
Positioning hoist sling without rolling the patient			
Support a sitting patient in bed with assistance			
Transfer patient from bed → chair with appropriate equipment and assistance			
Transfer patient from chair → bed with appropriate equipment and assistance			
Positioning glidesheets without rolling the patient			

Signed and Dated:

Equipment	Discussed	Demo	Practised
Electric profiling bed			
Kings fund bed			
Pat slide - lateral transfer			
Lateral turn: specify			
One way glide sheet			
Electric sling lifting hoist: specify			
Stand Aid: Specify			
Standing turning disc			
Stedy / Cricket: specify			
Mangar Elk			
Bed Pull			
Available equipment for bariatric patient			
Type of glidesheets: flat / loop / disposable			

Practical - Hazardous situations	Discussed	Demo	Practised
Falling / Fallen Patient		N/A	N/A
Assisting a patient from the floor			
Patient slipped far down in chair			N/A
Cardiac Arrest		N/A	N/A
Moving beds			
Moving Porters chairs			

Other	Discussed
Health Promotion	
Staff Physiotherapy Service	
Equipment bank	
Laundering procedure / LOLER regs	

Signed and Dated:

General Comments

Include:

- General overview of course and attitude of participants
- Details of any participants not completing e-learning
- Details of specific ergonomic problems highlighted on the course + follow up arrangements as necessary
- Details of specific advice given to a participant & cross reference to health questionnaire as necessary
- Details of any specific problems / unusual event occurring on the course
- Details of any correspondence with participant's line manager

Signed and Dated: