

## TLR Logos

Regulation 470 of Saskatchewan's *Occupational Health and Safety Regulations, 1996* states that the client's level of assistance required when being moved must be indicated "**at or near the location**" of the client. This is accomplished through the use of logos, decals or other methods that suit the environment, are intended to indicate the **minimum requirements for assistance**, and must be clearly visible.

TLR logos are designed to provide a visual for each client's assessed moving technique along with the level of participation of the client. The minimum requirements for assistance are to be indicated on the logo, such as, but not limited to:

- equipment needed
- number of workers required
- other important information for that client

It is extremely important that the client's posted logo aligns with their current documented mobility assessment. Documentation of the assessment is placed in the client chart and the moving technique is posted at or near the location of the client (i.e. TLR logo).

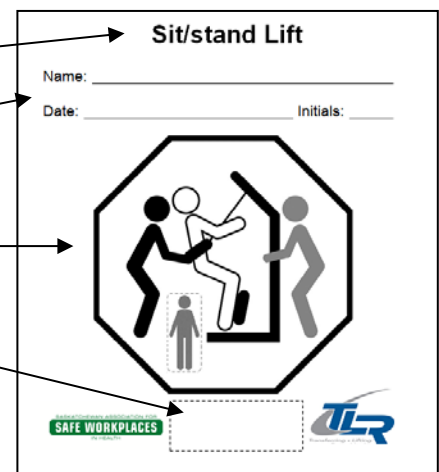
TLR logos are available for:

- standard client moving techniques and identified in this manual
- in-transition clients (e.g., in acute care) which are the same as the standard logos with the additional words "in transition"

### TLR Logo Design

Standard TLR logos include:

- the technique name identified in bold
- a space for the client's name, a date and initials of the person who completed the assessment (used according to the employer's procedures)
- picture (i.e. icon) to provide a visual of the technique (including a transfer belt if required)
- space for additional information, such as:
  - the number of workers and/or assistants required to safely perform the move
  - client's assistive devices (e.g., glasses, hearing aids, braces, etc.)
  - repositioning aids and/or equipment
  - any other information determined by the employer's process for communicating additional specific details
- the client's abilities needed for the technique (indicated on reverse of small logos; on front for larger logos)



To aide in clarification of the figures on TLR logos:

- Solid black fill - primary worker; coordinates the move
- Solid grey fill - second worker
- Solid grey in a dashed box - assistant (additional workers)
- White - client

**Changing a Standard TLR Logo:** Whether the client's ability to mobilize deteriorates or improves, a re-assessment is completed following at least two documented changes. If a change to the moving technique is needed, the client's logo is updated accordingly and communicated to the circle of care.

Using the *In the Moment* assessment, workers may have identified risks. The level of assistance may need to increase or stay the same; however, workers are not allowed to decrease the level of assistance. The logo is not changed at this time. The only exception is when *In-transition* logos are used in certain areas/departments (e.g., CCU, ICU, day surgery).

example: the logo indicates One-worker standing transfer with belt. At **the time** of the move the worker has identified that a Two-worker standing transfer with belt is the safest. The worker is able to make that adjustment. The worker documents and communicates the reason(s) for their decision to their manager/supervisor.

The employer's process for reporting, documentation, communication and follow-up would be followed so that any identified risk can be eliminated or managed.

**Use of More Than One Standard TLR Logo:** The documented client assessment may indicate that more than one moving technique is necessary, such as a technique in the morning and another later in the day. The moving techniques would be communicated to workers, assigned logos would be posted at/near the client and a note indicated on the logo as to the specifics.

**TLR In-transition Logos:** These logos are designed primarily for acute care settings where the client's mobility status changes numerous times throughout the day. The logos are the same design as Standard logos with the words "In transition" printed across the icon.

- All acute care staff, trained in the TLR assessment process, could be authorized by the employer to assign and reassign logos as warranted by change in the mobility of the client.
- "In-transition" logos can be changed when warranted by the *In the Moment* assessment of the client. This can reflect not only changes that require a higher level of assistance, but also a lower level of assistance.
- The TLR Mobility Record or the TLR Mobility Check Sheet should be filled out *24 (preferred) to 48 hours of admission*.
  - If the client is in hospital *less than 24 hours*, completion of a Mobility Record or Mobility Check Sheet is not required by the TLR program. Documentation on the narrative/progress notes is sufficient.
  - When "in-transition" logos are used *beyond 24 hours* of admission, the initial client mobility assessment is documented using a Mobility Record or Mobility Check Sheet. Documentation the continuous changes is completed in the narrative/progress notes. The in-transition logo posted at/near the location of the client is supported by the information in the narrative/progress notes.
- Once the client's mobility status stabilizes, the standard TLR logos and Mobility Record (or the Mobility Check Sheet) must be used.

It is important that the process used with assessment, documentation and logo assignment is communicated to, and used by, all staff involved in the care of the client.

Refer to the TLR User Manual, Module 4, for more information on TLR standard client moving techniques.

### Safety Talk Discussion

**Be Accountable: Choose safety - work safe - and go home injury free!**