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## Transferring Lifting Repositioning (TLR®) Program® Guidelines for Worker Re-evaluation

SASWH's TLR program requires initial training and regular re-evaluation of workers. Re-evaluation can be achieved through:

- traditional classroom session once every three years, or
- annual re-evaluation sessions

Re-evaluation sessions can be achieved through two delivery options:

- traditional classroom (all classroom training)
- \*split classroom (TLR online education plus classroom training)

Both approaches require facilitation by an approved and current TLR trainer, and include a review of theory and safe moving techniques along with required return demonstration by each worker.

**\*Split Classroom Re-evaluation** (TLR online education followed by classroom session)

If teaching a re-evaluation by the split classroom approach, TLR trainers must complete the TLR online course prior to teaching their first split classroom session, and can utilize this course as a refresher for themselves, completing modules as a review prior to teaching their next split classroom.

Within 6 (six) weeks prior to attending the classroom session, participants complete the TLR online education. This timeline is recommended for optimum retention of the information. When utilizing the annual re-evaluation split classroom approach, participants would be directed to complete certain modules/topics of the TLR online education program that align with the classroom content (e.g., review of certain videos).

**Accessing TLR online education** - an instruction sheet is available on creating an online learning account and enrolling using a specific enrolment key. To obtain this document, email [info@saswh.ca](mailto:info@saswh.ca) or connect with the TLR instructor in your area.

### Traditional Classroom Session Once Every Three Years

This would be taught in classroom following the TLR agenda for re-evaluation.

### Annual Review of TLR Moving Techniques

For determining the moving techniques taught annually, consider current injury statistics. In client care, repositioning tasks may contribute to most injuries; including TLR repositioning techniques in the annual review may be the approach to assist in reinforcing principles/supporting a reduction/elimination of injuries.

Over the course of 3 years, each moving technique would be reviewed at least once. Good posture, safe body mechanics and the risk assessment process (*in the moment*) is incorporated into every technique.

Example of annual review of object moving techniques:

- Year 1: Pushing/pulling, Golfer's Lift and One Handed Partial Squat Lift
- Year 2: Tripod Lift and Diagonal Lift
- Year 3: Power Lift (1 and 2 worker) and Repositioning
- Then repeated for the following 3 years and ongoing

Example of annual review of client moving techniques\*:

- Year 1: Lying to Sitting/Sitting to Lying, Guided Mobility
- Year 2: Standing Transfers (1 and 2 worker) and Sit/stand\*\*
- Year 3: Total Lift\* and Repositioning\*\*\*
- Then repeated for the following 3 years and ongoing

\*incorporate assistant as much as possible to assist with a safe moving task

\*\*with client moving mechanical lifts, include application and removal of slings/harnesses

\*\*\*with client repositioning, include application and removal of appropriate repositioning equipment/devices

## TLR Guidelines for Re-evaluation of Workers

### Sample Agenda for Annual Re-evaluation (Full Classroom or Split Classroom)

<b>Full Classroom - Annual Re-evaluation</b>	<b>Split Classroom - Annual Re-evaluation</b>
30 minutes +/- for object moving additional 30 minutes +/- for client moving	20 minutes +/- for object moving additional 25 minutes +/- for client moving
15-20 minutes - theory review <ul style="list-style-type: none"> <li>▪ legislation (3 Rights)</li> <li>▪ Good Posture, Safe Body Mechanics</li> <li>▪ Risk Assessment - self, environment, equipment, object/task, <i>in the moment</i></li> </ul>	8-10 minutes - theory review <ul style="list-style-type: none"> <li>▪ legislation (3 Rights)</li> <li>▪ Good Posture, Safe Body Mechanics</li> <li>▪ Risk Assessment - self, environment, equipment, object/task, <i>in the moment</i></li> </ul>
10-12 minutes - TLR Object Moving Techniques (select 2-3 to review annually)	8-10 minutes - TLR Object Moving Techniques (select 2-3 to review annually)
<ul style="list-style-type: none"> <li>▪ Pushing/pulling Wheeled Equipment</li> <li>▪ Golfer's Lift</li> <li>▪ One Handed Partial Squat Lift</li> <li>▪ Tripod Lift</li> </ul>	<ul style="list-style-type: none"> <li>▪ Diagonal Lift</li> <li>▪ Power Lift - one worker</li> <li>▪ Power Lift - two workers</li> <li>▪ Repositioning</li> </ul>
25-30 minutes - TLR Client Moving Techniques (select 2-3 to review annually)	20-25 minutes - TLR Client Moving Techniques (select 2-3 to review annually)
<ul style="list-style-type: none"> <li>▪ Lying to Sitting-Sitting to Lying</li> <li>▪ Independent/Guided Mobility</li> <li>▪ Standing Transfer - one worker</li> <li>▪ Standing Transfer - two workers</li> <li>▪ Bariatric Enhancement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sit/stand Lift</li> <li>▪ Total Lift</li> <li>▪ Repositioning in bed</li> <li>▪ Repositioning in chair</li> <li>▪ Specialized Techniques</li> </ul>
Include a review of client mobility risk assessment, TLR mobility record and TLR logos, along with the <i>in the moment</i> risk assessment for the techniques reviewed	

### TLR Trainer Resources

TLR trainers utilize their current TLR Trainer Guide and TLR User Manual - the PowerPoint used in initial training is optional and slides can be hidden if not part of the re-evaluation session.

There is no requirement to provide a handbook for re-evaluation sessions.

Wallet cards are only issued when the required classroom portion is successfully completed by the participants.

### Ratio

Ratio of 6 participants to 1 TLR trainer is aligned to meet the timeframe provided; exceeding the number of participants may increase the duration required for classroom training or require an additional TLR trainer.

### Documentation

Every re-evaluation session is documented - tracking participants in addition to the TLR program content covered (see sample tracking document on next page).

## TLR Guidelines for Re-evaluation of Workers

### Transferring Lifting Repositioning (TLR®) program® Participant Attendance List for Annual Re-evaluation

Please check the applicable session:    object moving    client moving

Employer: \_\_\_\_\_ Date: \_\_\_\_\_

TLR Certified \_\_\_\_\_

Trainer(s): \_\_\_\_\_ Location: \_\_\_\_\_

Classroom training time (in hours): \_\_\_\_\_ Split Classroom Option Used:    Yes    No

Check all topics/techniques that were covered in the re-evaluation session

- Saskatchewan's Legislation    Accountability
- Good Posture and Safe Body Mechanics/TLR Checkpoints
- Musculoskeletal Injuries (prevention)
- Risk Assessment:    self    environment    equipment    object/task    *in the moment*
- Steps to a Moving Task

General (object) Moving Techniques:

- Pushing/pulling Wheeled Equipment                       Golfer's Lift
- One Handed Partial Squat Lift                                 Tripod Lift
- Diagonal Lift     Power Lift - one worker
- Power Lift - two workers                                         Repositioning

In addition for client moving:

- Client Mobility Risk Assessment & Mobility Record       TLR logos       Transfer belt
- Specialized Client Mobility Risk Assessment             Bariatric Enhancement

Client Moving Techniques:

- Lying to Sitting-Sitting to Lying                                 Independent/Guided Mobility
- Standing Transfer - one worker w/belt                         Standing Transfer - two workers w/belt
- Sit/stand Lift (and use of harness)                             Total Lift (and use of sling)
- Reposition in bed (and use of equipment)                     Reposition in chair (and use of equipment)

Participants (please print legibly)

Name	Title/Department	Agency/Site
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

A copy of this attendance list is retained and readily available in the event it is requested by SASWH. Successful completion requires the participant to demonstrate an understanding of the theory and safe moving techniques through a hands-on return demonstration to the TLR trainer.