

Goal:

To provide guidance, through resources and support, that assists with determining a specialized safe moving technique that bridges the gap between standard TLR techniques. The specialized technique determined promotes the client's mobility and safety for everyone involved in the moving task.

To Fulfill the Goal:

- The specialized assessment tools are communicated, appropriate training is provided on the use of the tools, and the tools are understood and utilized.
- A specialized assessment team is established, consisting of TLR trained workers (in the facility/unit/department), various representation such as supervisor/manager, TLR trainer, RN, LPN, CCA, RPN. In addition specialty area representatives such as therapies, pediatrics and any specialist(s) knowledgeable in the area of the identified risk if necessary.
- Focused attention is required on the area of the risk (e.g., medical, behavioral, physical).
- The current TLR User Manual is utilized as a resource to assist in decision-making.
- Safe body mechanics must be part of the procedures for everyone involved in the moving task.
- Documentation and communication of the specialized technique and appropriate equipment is required.
- Training on the specialized technique and appropriate equipment is required for all staff providing care for that client.
- Support for this specialized assessment process is critical in order to create and sustain a safe work environment.
- As a guideline, the specialized technique and appropriate equipment are reviewed when there are at least two consecutive and documented changes in the client.

SASWH acknowledges the collaborative effort to develop materials for this assessment tool:

- Laura Beach, Workplace Safety Specialist, SASWH
- Peggy Bacon, Therapy Educator, Regina Qu'Appelle Health Region
- Joanne Kzyzyk, Senior Physical Therapist, and therapy department, St. Paul's Hospital, Saskatoon Health Region
- Melanie Gulutzan, Nurse/TLR trainer, pediatrics, Royal University Hospital, Saskatoon Health Region
- Kent Windsor, Children's Program, Wascana Rehabilitation Centre, Regina Qu'Appelle Health Region
- Jan Lowey, RN/Educator, Acute Care, Regina General Hospital, Regina Qu'Appelle Health Region

Resources:

Resources will assist the specialized assessment team to determine the safest moving technique and equipment for a client that has additional, specific risks that extend beyond those identified in the initial client mobility risk assessment.

- Specialized Client Mobility Risk Assessment form – provides a template to document the steps used in the Specialized Client Mobility Risk Assessment process.
- Specialized Technique form – provides a template to record the technique, equipment and training provided

The specialized assessment team determines the most appropriate process to ensure that the client's status and appropriate technique is clearly identify in writing or by other visual means, at or near the client. For example:

- can create a logo of the technique
- post the completed Specialized Technique form
- utilize existing TLR logos and tailor it with the specific information

Employers are responsible to ensure appropriate documentation of training provided to staff. Documentation may include a sign-in sheet/attendance list and is retained by the employer.

Specialized Client Mobility Risk Assessment Form

- The initial or ongoing client mobility risk assessment has indicated a specialized assessment is required.
- The specialized team is established. The team includes representation such as supervisor/manager, TLR trainer, RN, LPN, CCA, RPN. In addition specialty area representatives such as therapies, pediatrics and any specialist(s) knowledgeable in the area of the identified risk if necessary. Consideration is given to involving the client and/or the client’s family.
- The team’s goal is to determine the safest moving technique specific for the client.
- Specialized technique determined follows the applicable TLR safe work practice(s).
- Equipment selected, if necessary, is sufficient in quantity, capacity and quality.

- Step 1: Verify that the risk identified from the initial or ongoing assessments requires consideration of a non-standard TLR technique
 Step 2: Document the additional risks identified that impact the safety of the current TLR standard technique assigned to the client
 Step 3: Specialized Assessment Team explores and considers solution that will eliminate or manage the risk(s)
 Step 4: Team considers including other professionals to assist
 Step 5: Specialized Assessment Team determines, appropriately documents and communicates the specialized technique (and equipment as necessary) on a specialized technique form
 Step 6: Specialized Assessment Team recommends the process and timeline for training staff on the appropriate technique and any equipment (e.g., TLR trainer, OT/PT, equipment vendor). All training is documented.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Area of Risk	Identify the current standard TLR technique and indicate the additional risks	Team explores further	Additional team members	Team documents and communicates specialized technique and equipment	Staff appropriately trained on technique and any equipment (mm/dd/yyyy)
Communication	▪	▪	▪	▪	
Cognitive	▪	▪	▪	▪	
Emotional/ Behavioral	▪	▪	▪	▪	
Medical	▪	▪	▪	▪	
Upper limb	▪	▪	▪	▪	
Lower limb	▪	▪	▪	▪	
Core	▪	▪	▪	▪	
Sitting	▪	▪	▪	▪	
Standing	▪	▪	▪	▪	
Walking	▪	▪	▪	▪	

TLR Specialized Technique for _____

(template for documentation; to be posted at/near the client when complete)

Date of Specialized Assessment: _____

Specialized Technique: _____

- if a standard TLR technique is modified, consider using that technique name and logo and adjusting it for the specifics
- consider including a short preamble describing why the technique is determined, where and when it would be used
- list all specific abilities the client can achieve (e.g., for the standard TLR technique), along with the abilities where they need additional assistance

Procedure

- include the detailed steps the worker performs (e.g., provides verbal guidance, places client's hands/feet in specific position, etc.) including safe body mechanics
- include the detailed steps the specific client is able to perform (e.g., client shifts own weight to move small/short distances [incrementally] from one seated surface to the next)
- emphasize the important safety considerations if needed (e.g., put a text box around specifics, bold font, size of font, etc.)
- if needed, refer to Resource Manual when creating detailed steps

Specialized Assessment Team

- record name and title of each person on the team (names must be legible)
- each team member initials this assessment to indicate agreement/concurrence with the selected technique and equipment for the specific client

Assessment Team: _____

Initials: _____

Date Technique Adopted: _____ (within 48 hrs. of assessment date)

Date of Review: _____

- this specific technique will be reviewed when two documented changes have occurred in the specific client
- recommendation is to involve members from initial team that completed the specialized assessment

Recommendation Following Review:

- indicate if this technique remains, has changed (repeat this process) or indicate the new technique
- document, communicate and train