Competency Checklist-Two (2) Person Transfer

Competency Checklist

Procedure	Date	Initial	Comments
Check care plan/CNA instruction sheet for appropriate transfer technique			
Gather equipment, explain procedure & screen for privacy			
Wash hands upon entering room			
Ensure bed & wheelchair brakes are locked			
Position chair/wheelchair/commode at resident's strong side if possible			
Lock wheels of wheelchair, remove footrests			
Remove armrest closest to bed if able to be removed			
Assist resident to sitting position on edge of bed, wheelchair & place feet firmly on floor ensuring resident has proper footwear, & shoes tied			
Apply gait belt			
One CNA stands in front of resident with 1 foot parallel to wheelchair & one foot at right angle to wheelchair & other CNA stands behind with one foot between bed & wheelchair			
CNA in front of resident grasp gait belt at resident sides, CNA behind wheelchair grasp gait belt at resident's back with hand farthest from bed & grasps gait belt with other hand at side of resident			
On count of 3 both CNAs help resident to stand by lifting on gait belt encouraging resident to stand by pushing self up with arms on arm rest or bed. **Do not pull on resident's shoulder or neck or have resident place arms around CNAs neck**			
CNA in front pivots feet while CNA in back guides resident's buttocks over the bed or over the wheelchair. Lower resident into wheelchair or onto bed by bending at knees & hips			
If transferring into wheelchair, replace footrests & armrest ensuring proper body alignment & positioning devices in place			
Remove gait belt			
If transferring into bed, remove gait belt, CNA in front of resident places arm around shoulders, CNA behind resident lifts legs & feet & pivots resident into bed ensuring resident is positioned in center of bed			

Ensure call light is in resident's reach			
Wash hands			
Document procedure in designated location			

Observer's signature _____ Date _____

Staff Member's Name Printed _____

Staff Member's Signature _____ Date _____