



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Operating Room		
Document:	Departmental Policy and Procedure		
Title:	Transferring Patient from Trolley to Another Trolley/Table		
Applies To:	All Operating Room Staff		
Preparation Date:	January 05, 2025	Index No:	OR-DPP-005
Approval Date:	January 19, 2025	Version :	5
Effective Date:	February 19, 2025	Replacement No.:	OR-DPP-005(4)
Review Date:	February 19, 2028	No. of Pages:	3

1. PURPOSE:

- 1.1 To prevent musculo – skeletal injury.
- 1.2 To provide good body alignment.

2. DEFINITONS:

- 2.1 **Transferring Patient From Trolley To Another Trolley/Table** – assisting patient from trolley to another trolley/table without creating injury to the patient.

3. POLICY:

- 3.1 Adequate assistance is required when transferring patient.
- 3.2 The care of intravenous line, drainage tubes or traction must be maintained to ensure safety throughout the procedure.
- 3.3 Patient's safety and comfort must be observed throughout the procedure.
- 3.4 Watcher can be included to assist in transferring.
- 3.5 Encourage patient to participate.
- 3.6 Use a safe and effective transfer technique.

4. PROCEDURE:

- 4.1 Assess patient for:
 - 4.1.1 Body Alignment.
 - 4.1.2 Risk factors that can contribute to complication brought about by improper shifting.
 - 4.1.3 Level of Consciousness.
 - 4.1.4 Physical ability to help with moving and shifting.
 - 4.1.5 Presence of drains, incisions.
 - 4.1.6 Number of assistance required to transfer patient.
- 4.2 Prepare for complete equipment.
- 4.3 Obtain adequate assistance.
- 4.4 Explain the procedure to the patients/relative.
- 4.5 Provide privacy.
- 4.6 Raise or lower level of bed to comfortable working height.
- 4.7 Remove all devices or pillows used in previous position.
- 4.8 Place the bed flat and position patient to supine.
- 4.9 Place both trolleys side by side and same height. Lock the wheels of both trolleys.
- 4.10 Place patient's both arms across the chest or abdomen.
- 4.11 Check all necessary actions have been carried out.
- 4.12 Take appropriate position:
 - 4.12.1 Nurse A position at center of bed.
 - 4.12.2 Nurse B position at head of bed.
 - 4.12.3 Nurse C position at foot of bed.

- 4.13 Grasp the lifting sheet.
- 4.14 Inform patient that you will start to transfer from operating room trolley to ward trolley.
- 4.15 Count three and simultaneously lift the bed sheet to the center of ward trolley.
- 4.16 Place patient in a comfortable position/check all tubing.
- 4.17 Raise the side rails up.
- 4.18 Evaluate patient and document in the nurses notes patient is safe shifted to another trolley.

5. MATERIALS AND EQUIPMENT:

- 5.1 Lifting Sheet
- 5.2 Trolley

6. RESPONSIBILITIES:

- 6.1 Nurse
- 6.2 Anesthesia Technician
- 6.3 Anesthesiologist

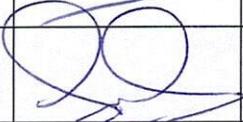
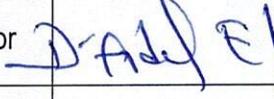
7. APPENDICES:

- 7.1 N/A

8. REFERENCES:

- 8.1 Seymour Schwatz (2015) Principles of Surgery, 10th Edition, Mc Graw-Hill Professional.

9. APPROVALS:

	Name	Title	Signature	Date
Prepared by:	Ms. Naimah Naif Al- Salem	Head Nurse of the Operating Room		January 05, 2025
Reviewed by:	Mr. Hamed Matar Alanazi	Head of Anesthesia Technician		January 06, 2025
Reviewed by:	Dr. AbdulGhani Ibrahim	Head of the Operating Room Department		January 08, 2025
Reviewed by:	Mr. Sabah Turayhib Al - Harbi	Director of Nursing		January 12, 2025
Reviewed by:	Mr. Abdulelah Ayed Al Mutairi	QM&PS Director		January 12, 2025
Reviewed by:	Dr. Tamer Mohamed Naguib	Medical Director		January 12, 2025
Approved by:	Mr. Fahad Hezam Al - Shammari	Hospital Director		January 19, 2025