

# MACMHB

## State Training Guidelines Workgroup

### Training/Curriculum Recommendations

The intent of this Training Guideline is for the development and presentation of training content. Curricula based on this guideline will contribute to statewide uniformity, reciprocity, and portability.

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#### **Topic: *Lifts & Transfers***

#### **Defining Paragraph** (Vision, Boundaries, Overall Outcome Statement):

An important aspect of the health and safety of both people receiving services and the direct care staff working with them is correct movements during lifting and transferring as well as during daily activities.

#### **Definitions:**

**Content** – These are a listing of the areas covered in the subject.

**Outcomes/Competencies** – These are statements about what participants will be able to do as a result of having participated in the course. Please indicate expectations and minimum competency criteria.

#### **Content:**

1. Back care and structure
2. Proper body movement during daily activities
3. Adaptive equipment
4. Safe transfer techniques
5. Safe lifting techniques

#### **Outcomes/Competencies:**

1. Distinguish between proper and improper body mechanics
2. Transfer a person safely including: use of transfer belt and must be two person lift for 60 lbs. and over (or less if necessary).
3. Perform two person lift safely: inform individual first, coordinate timing and placement of individual
4. Identify the need for adaptive equipment: notify therapist of changes/challenges in current method of transfer
5. Use adaptive equipment properly: demonstrate the ability to use safely a manual and/or power lift with sling, and other lift aids such as transfer belt or board, bed/ bath rails and trapeze

6. Use proper body mechanics in a variety of situations: able to demonstrate correctly wheelchair to chair transfer, wheelchair to bed, floor to wheelchair and wheelchair to tub bench (both to and from for each situation), walker or wheelchair to car or van.

**Outline/Recommendations:**

**Trainer Qualifications:**

Check all that apply, be specific (years, degree, skills, etc):

- College Degree: prefer OT/PT
- License:
- Years Experience (please specify below):
- Documented Skill Set:
- Training Experience: prefer experience training with an OT/PT
- Trainer in Adult Learning Styles/Methods:
- Other: Must have content expertise

**Specified experience:** While an OT/PT would be preferred, a trainer with experience training with an OT/PT or content expertise is acceptable.

**Length of Training:**

2-4 hours

**Format:**

The acceptable format(s) for the class:

- Traditional "live" class
- Online Class
- Self-study Unit
- Video Class
- Other (specify):

**Teaching Methods:**

These are the best teaching methods for teaching course content. Additional methods may also enhance learning.

- Individual
- Classroom/Group
- Lecture

- Discussion
- Skills Practice
- Return demonstrations
- Activities
- Videos
- Online Activities
- Individual Assignments
- Homework assignments
- Other (specify):
- Other (specify):

**Method of Assessment:**

How to measure entry level competency in this course:

- |                                     |                                 |                             |
|-------------------------------------|---------------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | Written Test                    | Performance Indicator: 80 % |
| <input checked="" type="checkbox"/> | Return Demonstration            | Performance Indicator: P/F  |
| <input type="checkbox"/>            | Online Test                     | Performance Indicator:      |
| <input type="checkbox"/>            | Skill Sheet                     | Performance Indicator:      |
| <input type="checkbox"/>            | Homework Assignment(s)          |                             |
| <input type="checkbox"/>            | Observation with sign-off sheet |                             |
| <input type="checkbox"/>            | Other:                          |                             |

**Scope of Implementation:**

Training recommended for:

- Specialized Residential direct care staff/home managers
- Specialized Residential Administrators
- Supported Living staff
- Adult Foster Care staff
- Respite Service staff
- Self-Determination staff
- Home-based services staff
- Foster Family Group Home staff
- Child-caring Institutions (Children’s Group Home) staff
- Other employee group (specify): as indicated by person centered plan
- Other employee group (specify):

**Frequency:**

It is recommended the content be reviewed/retaken:

- Initial
- Annual
- Every two years
- As needed: as issues and/or changes occur
- Other:

**Additional Comments:**

**References/Legal Authority:**

- 1) MCL 400.710(3)
- 2) R330.1801 et.seq
- 3) Prevailing State Guidelines and Practice Protocols

Note: If training is for an adult foster care facility/home adult foster care staff must also comply with the adult foster care administrative rules. In addition, in those situations where the contents of the training conflict with an administrative rule, the rule prevails.