



**PRAIRIE NORTH REGIONAL  
HEALTH AUTHORITY**

**POLICIES & PROCEDURES**

**Number:** 15582(P)  
**Category:** Continuing Care – Home Care  
**Title:** TLR in Home Care to Include Adult Day Program and Enriched Housing Procedure

**Approved by:** VP Integrated Health Services  
*Heidi A. King*

**Source:** Continuing Care Administrative Team  
**Date Effective:** October 26, 2012

<b>Review Date:</b>	June 2013				
<b>Initial:</b>	<i>AK.</i>				

**PROCEDURE**

**General Guidelines for Client Movement – Regular Service Clients**

1. Upon admission, each client will be assessed utilizing TLR principles to determine client mode for transfer, lift and repositioning.
2. A TLR logo will be placed on client service care plans which are in the client file and in the client home. The client may require different TLR requirements for different areas of the house and this will be identified on the client care plan. All staff will have access to the client care plan.
3. The assessment of the client’s ability is ongoing to determine the most appropriate TLR method and the logo(s) will change as appropriate.
4. Staff members who feel unsafe with any TLR assessment as identified by the client logo are responsible to exercise the “right to refuse”. The staff member must:
  - a. contact their immediate supervisor to report concerns and request more assistance as required. (In cases of emergency, call the ambulance.)
  - b. inform the immediate supervisor of the appropriate logo so that the care plan can be updated.
  - c. after consultation, the staff and supervisor may also determine that a referral to therapies is appropriate.
  - d. complete proper documentation.
5. TLR devices such as transfer belts and turning/positioning sheets shall be available for use as deemed appropriate.
6. All bed care will be provided on a bed that is of a safe height for all staff. Special consideration for clients who require a total lift. See mechanical lifts section.

**Manual Lifts**

1. Manual lifting of adult clients is not permitted.

**Mechanical Lifts**

1. Mechanical lifts shall be used on all clients who meet criteria for a total lift within TLR guidelines. All clients deemed appropriate for a total lift shall be further assessed by the

physiotherapist and/or occupational therapist to determine number of staff members required to safely move the client.

- a. Floor standing mechanical lift:
    - Requires 2 people to operate. An assessed and competent family member or significant other may be considered as the second person.
    - Requires a smooth surface to roll on. Clients may be required to rearrange or remove furniture to provide sufficient space to maneuver lift.
  - b. Ceiling track lift/portable track lift:
    - Requires 2 people to operate. An assessed and competent family member or significant other may be considered as the second person.
    - Ceiling track lift may be used to transport client from one room to another. Transport from room to room is not possible with the portable track lift.
2. All clients who require a total lift and/or require repositioning or bed mobility assistance shall have a height adjustable bed for use as deemed appropriate by physiotherapist and/or occupational therapist. It may not always be required for exercises only. Safety for both the client and the staff is always the overriding consideration.
  3. The Home Care portable track lift is prioritized for palliative clients.
  4. The Home Care portable track lift will be loaned for a maximum of three months unless the client is palliative.

### **Hydraulic and Hand Controlled Bath Chair**

1. Hydraulic and hand controlled bath chairs are designed for a client to use independently, given the client is physically and cognitively able to do so. Depending on the TLR assessment, a one person or two person transfer may be required to assist client onto and off of the chair.

### **Mechanical Lift-Bath Chair**

1. Utilized for clients with varying degrees of TLR independence.
2. Once TLR assessment is completed, appropriate TLR guidelines to be applied for transfer onto mechanical lift-bath chair.

### **All Other Baths**

1. Clients will be assisted by one or two staff members as deemed appropriate within the client assessment, inclusive of the TLR assessment with respect to transfers.
2. Clients requiring bath assistance will be required to purchase and/or install the appropriate equipment as recommended within the client assessment.

### **Ramps**

1. Ramps must be of no greater than 1/9 gradient.
2. There must be railings if ramp is over 12' in length.
3. Ramps must have a non-slip surface for staff to manually push a wheelchair up or down.

### **Equipment Inspection**

1. Every staff member shall assess lifting devices and slings prior to each use. Any noted defect to lifts and slings deems these items unsafe for use and reported directly to immediate supervisor. See Appendix A

**General Guidelines for Object Movement**

1. Each transfer/lift/movement of an inanimate object will be assessed by the person performing the transfer/lift/movement of the object.
2. TLR principles for object moving will be adhered to at all times by all staff members.