

# QProLateral Transfer Board

## (Including the AET version)

### **User Guide and Operating Instructions**

**NOTE** It is the responsibility of the board owner to ensure that these user instructions are provided with the issue of each new board.

Before being used, or issued for use, the QProLateral transfer board must be visually checked for any physical damage and/or undue wear.

- a) The board must not exhibit any chips, cracks or surface defects that are likely to be detrimental to the board use or patient safety.
- b) The anti-slip strips must be intact and damage free

**Any board which is damaged should be immediately withdrawn from service and replaced with a new one.**

#### **Instructions for use:**

*It is not possible for suppliers of equipment to be prescriptive in the use of equipment, when that equipment may be used in many different moving & handling situations. The supplier will not know the clinical areas in which the equipment is to be used, or the classification of the patient/client. The following guidance may therefore need to be modified to fit the needs of the staff, the patient client and the surrounding environmental conditions. For advice on best current and safe practice please consult your manual handling adviser or supervisor before using any equipment.*

*Use of the QProLateral transfer board, in an assisted move by a carer, should only be undertaken by a carer that has undergone appropriate manual handling training, such as that provided by the Royal College of Nursing (RCN), or equivalent, and that their recognised transfer methods are adhered to. Prior to undertaking any use of the use of the QProLateral, a thorough risk assessment must be carried out, including site conditions, and only if the assessment is acceptable should the QProLateral be used in assisted patient moving and handling.*

The QProLateral transfer board must not be used for the lifting of a patient and is designed to only span a gap no greater than 150mm and this is clearly marked on the actual board. By only spanning a gap of 150mm or less the patient's weight will always be supported by both surfaces when at the position of being in the centre of the gap and as such the QProLateral board does need to have a particular WLL.

The design of the QProLateral board means that the board can be used either in a completely flat orientation or when spanning profiling stretchers and beds the QProLateral fits the contours of the relevant apparatus to allow the patient to be transferred in a semi seated position. This is particularly useful for patients with breathing difficulties.

Ensure that both transfer surfaces are stable and, if either is a mobile device, ensure that any wheels or castors are locked and/or any other anchoring devices are engaged.

Using approved manual handling techniques place the QProLateral transfer board beneath the patient and the first lateral transfer surface, whilst at the same time positioning the board to bridge the gap to the second lateral transfer surface. Ensure that the gap to be spanned is no greater than 150mm. It is important to check that the anti slip strips on the underside of the board are in contact with each of the two transfer surfaces during the transfer.

The patient can then be slid across the board to the new lateral position. The use of a Quintal manufactured glidesheet, either disposable or launderable, will dramatically enhance the transfer process.

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### **Instructions for cleaning**

If the QProLateral transfer board is not new and is already in use please ensure it has been cleaned prior to reuse. Use one of the following recommended methods to reduce the risk of cross infection.

The board is designed to be able to be cleaned in a number of different ways to suit the relevant environment.

- a) It can be wiped clean using normal disinfectant solutions
- b) It can be wiped clean using alcohol based solutions (up to 75%)
- c) Ensure that local COSHH regulations are adhered to.

### **Storage & Disposal of the product after use**

The QProLateral transfer board can be stored either completely flat or folded in half for minimum space utilisation. By using the handle slots the board can be hung up in a way most suitable for the storage environment.

It should be stored in clean conditions, free from contamination. If the product becomes soiled prior to use it must be cleaned by one of the recommended cleaning methods.

At the end of the product life please dispose of the product safely using a licensed waste control contractor.

To order new boards please contact Quintal Healthcare Ltd at the address below.