

FORM FOR EVALUATING THE LOAD OF PATIENT TRANSFERS

Observed transfer: _____ Workplace and workstation: _____

Employee's profession: _____ Gender of employee: F M Age of employee: _____

Evaluator: _____ Date: ____/____/____

EVALUATION INSTRUCTIONS

- Observe a typical patient transfer performed by the employee in which the patient requires assistance
- After each assessment object sub-criterion, record whether the sub-criterion in question is in order (x) or not (line).
- On the basis of the sum of the sub-criteria in the vertical columns, use a tick to mark whether the matter is in order (3/3), partially in order (2/3 or 1/3) or not in order (0/3).

OBJECTS OF OBSERVATION	IN ORDER 3/3 criteria	PARTIALLY IN ORDER 2/3 or 1/3 criteria	NOT IN ORDER 0/3 criteria	NOTES
1. CONDITIONS IN THE WORK ENVIRONMENT Temperature _____, draft _____, lighting _____				
2. FEATURES OF WORK ENVIRONMENT AND WORKING SHOES Sufficient space____, adjustability____, suitability of floor and working shoes				
3. NEED FOR AND USE OF PATIENT HOIST Equipment available____, appropriateness____, used correctly/not needed _____				
4. NEED FOR AND USE OF NON-MECHANICAL TRANSFER AIDS Equipment available____, appropriateness____, used correctly/not needed _____				
5. DISTANCE AND HEIGHT OF TRANSFER No steps____, knee-elbow level____, no reaching_____				
6. LOAD ON UPPER LIMBS AND TRUNK Holding up____, elbows and shoulders____, wrists and fingers_____				
7. LOAD ON LOWER BACK Flexion____, rotation____, body control_____				
8. LOAD ON LOWER LIMBS Weight transfer and muscle force____ knees-feet alignment____, no squatting/on knees_____				
9. TRANSFER SKILLS AND TRANSFER SMOOTHNESS Guidance/facilitation____, grip____, transfer skills_____				

INTERVIEW QUESTIONS FOR THE EMPLOYEE	in order	partially in order	not in order	notes
10. GUIDANCE IN WORK POSTURES 1) Have you received orientation and guidance at this workplace regarding ergonomic work postures and movements? Yes (Y) No (N) 2) Have you taken part in patient transfer training in the past two years? Y N 3) Do you master good work postures during patient transfers? Y N				
11. USE OF PATIENT TRANSFER EQUIPMENT AND GUIDANCE IN THEIR USE 1) Have you received guidance at this workplace in the use of helping devices? Y N 2) Does the workplace have an agreed repair and maintenance practice for the equipment? Y N 3) Do you know how to use all the helping devices in the ward/workplace? Y N				
12. WORK ARRANGEMENTS 1) Are the work shift breaks carried out as planned? Y N 2) Do you receive assistance in patient transfers on all shifts if necessary? Y N 3) Can you stop work to take a short recovery break? Y N				
13. MENTAL STRAIN OF PATIENT TRANSFERS 1) Are the transfer situations planned in advance? Y N 2) Are the transfer situations mostly unhurried? Y N 3) Is there more than one employee on all shifts? Y N				
14) PHYSICAL LOAD OF PATIENT TRANSFERS In your opinion, are the patient transfers a) physically light or quite light, b) moderately heavy or quite heavy or c) very heavy?	a)	b)	c)	
15. FREQUENCY OF MANUAL PATIENT TRANSFERS How many manual (over 15 kg assistance) patient transfers do you perform on average during a shift? a) < 6, b) 6-12, c) > 12	a)	b)	c)	
TOTAL				

Instructions for calculating the index:

- Add up the number of ticks in the 'in order' and 'partially in order' columns and then add up the total number of ticks in all the columns.
- Place the responses for the 'in order' items in the equation. The number of 'partially in order' responses in the equation are multiplied by the standard value of 0.67 or 0.33, depending on whether two or one criteria are 'in order'.
- Divide the resulting sum by the total number of responses and multiply by 100.

$\text{INDEX} = \frac{\text{number of in order} + (0.67 \times \text{number with 2 criteria in order}) + (0.33 \times \text{number with 1 criterion in order}^*)}{\text{total number of responses}} \times 100 = \%$	> 80%	60–80%	< 60%	$\text{INDEX} = \frac{\text{ } + (0.67 \times \text{ }) + (0.33 \times \text{ })}{\text{ } } \times 100 = \%$
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* Also includes the 'partially in order' evaluations for items 14 and 15