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## Overview

This standard is about moving and transporting individuals within healthcare work areas. You will need to be able to identify the individual to be moved and make sure the necessary resources are available to move the individual. You will also need to move the individual safely and securely and maintain their privacy and dignity during the move.

Users of this standard will need to communicate effectively to meet individuals' needs and wishes and work in line with health and safety legislation, policy and practices.

## Performance criteria

### *You must be able to:*

- P1. identify and agree the roles and responsibilities of yourself and others in moving and transporting individuals within a healthcare environment
- P2. respect the individual's rights and wishes relating to their privacy, beliefs, and dignity
- P3. confirm identity of the individual and check all details before commencing the move
  
- P4. clearly explain to the individual who you are and where you are taking them
- P5. establish consent to the move or seek support from another health care practitioner to gain consent
- P6. ensure you have any necessary accompanying documentation
- P7. check that the transportation equipment is safe and functioning correctly
- P8. use the transportation equipment safely and in accordance with organisational procedures
- P9. co-operate with other members of staff involved to achieve the best possible outcome for the individual
- P10. care for the individual during transportation in accordance with the individual's needs taking into account the nature of the illness or injury
- P11. use the most suitable route for the individual
- P12. hand over the individual and any necessary documentation to the appropriate member of staff
- P13. assist with any further movement of the individual
- P14. communicate the completion of the move to the relevant person
- P15. return transportation equipment to the correct location
- P16. clean transportation equipment, including disposing of used linen, ensuring it is prepared for the next move
- P17. complete all relevant documentation required for moving and transporting individuals within a healthcare environment

## Knowledge and understanding

### *You need to know and understand:*

- K1. how to access and interpret all relevant work instructions, legislation, guidelines, policies, procedures and protocols needed to move and transport individuals within a healthcare environment
- K2. the scope and limitations of your own competence, responsibilities and accountability as it applies to your job role
- K3. specific procedures for reporting issues which are beyond your competence, responsibilities and accountability
- K4. the needs of individuals including issues relating to dignity, confidentiality, and privacy
- K5. how to obtain positive confirmation of an individual's identity in accordance with organisational procedures
- K6. procedures for identifying, moving and handing over individuals
- K7. how to make individuals feel at ease
- K8. how to move and transport individuals correctly taking into account the nature of the illness or injury
- K9. the safe techniques for moving and handling individuals
- K10. the circumstances under which an individual escort is needed
- K11. the geography of the work area
- K12. the types of records and documentation that must accompany the individual in your organisation
- K13. the types of transportation equipment available
- K14. how to use transportation equipment correctly
- K15. the types of medical equipment which may require movement with the individual
- K16. how to handle medical equipment safely
- K17. how to complete and safely store all relevant documentation in accordance with organisational requirements

SFHGEN80

Move and transport individuals within a healthcare environment



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