



SAFE
HEALTH CARE



Safe Work Procedure

Name of Task: Transfers Using HoverMatt® and HoverJack™	
Performed by	
Position/Job: RN, LPN, HCA, OT, PT	Department/Unit: Nursing Units, areas providing patient/client care
<p>Hazards: <i>Risk of musculoskeletal injury (MSI) from awkward postures and overexertion. Follow procedure to reduce risks. Signs and symptoms of a MSI include pain, burning, numbness, tingling, swelling, loss of movement or strength in a body part.</i></p>	
<p>Equipment:</p> <p><u>HoverMatt®</u> A friction-reducing mattress that once inflated with air is used to transfer and reposition patients/residents. The underside of the mattress has pinholes that allow air to escape to reduce friction while moving the mattress. The HoverMatt® can be used in combination with the HoverJack™. The HoverMatt® reduces the force staff may need to exert to transfer a patient between two surfaces or move along the floor to the HoverJack™. The weight capacity for the HoverMatt® is 1200 lbs (544 kg), and is available in four different widths (28", 34", 39", and 50") to accommodate patient size.</p> <p><u>HoverJack™</u> An airlift that is designed to lift a patient who has fallen from the floor up to bed height. The HoverJack™ has four chambers that when inflated with air, raise the height of the lift. The HoverJack™ is used in combination with the HoverMatt®. The HoverJack® is available in two dimensions to accommodate patient size (32" and 39") and is weight rated to 1200 lbs (544 kg).</p> <p>Inspection of the HoverMatt®, HoverJack™ and air supply unit should be done by staff with every use. Any problems should be identified to your manager and the equipment removed from use until the problem is rectified.</p> <p>Visual Safety Inspection:</p> <ul style="list-style-type: none"> • Lay the HoverMatt® and HoverJack™ on a flat surface. Inflate, deflate and inspect the following components: • Check all safety straps, loops and buckles. Twist with fingers and look for signs of fraying or loose threads. Ensure pull handles are properly attached to the HoverMatt® and HoverJack™. • Check the body of the mattress or jack for punctures, tears or any signs of wear of the material (i.e. thinning of fabric). • Inspect the valve caps to ensure proper fit and that air escape is not permitted. <p>If any problems are detected on inspection, the equipment must be removed from use and a work order initiated for Facility Management.</p> <p>A more detailed inspection of the HoverMatt®, HoverJack™ and air supply filter will be conducted as part of scheduled routine maintenance as per facility guidelines.</p>	
Education and training prerequisites: e.g. instructions or other SWPs→→	Safe Patient Handling and Movement Program Operational Procedure and related SWPs

PURPOSE:

1. To provide staff with a safe alternative method to lift a fallen patient from the floor to bed/stretchers.
2. To reduce the manual force for lateral transfers from one surface to another (i.e. bed to stretcher).
3. To reduce the potential for injuries to patients/residents and staff.

POLICY:

1. The fallen patient shall not be moved until a nurse has assessed the patient for injuries. The HoverMatt® is contraindicated for moving patients with suspected unstable fractures of the cervical, thoracic or lumbar spine UNLESS used in conjunction with a spinal board.
2. If the fallen patient is unable to stand without assist or the extent of injuries is unknown (i.e. hip fracture), the HoverMatt® and HoverJack™ combination will be used as the transfer method from floor to bed/stretchers.
3. The HoverMatt® will be used when the fallen patient needs to be moved along the floor onto the HoverJack™ or when the patient needs to be transferred between two horizontal surfaces (i.e. HoverJack™ to bed or bed to stretcher).
4. The HoverJack™ is then used to raise the patient up to the level of the receiving surface, i.e. bed or stretcher. The HoverJack™ is always used in combination with the HoverMatt®.

NOTE: The HoverJack™ is only used to raise the patient and is not to be used to lower the patient to the floor.

5. A minimum of a two person team is required to use the HoverMatt® and HoverJack™. Additional caregivers whenever possible are recommended to assist with certain procedures. (e.g. log roll and operating air supply).
6. Always ensure that the HoverMatt® is centered underneath the patient, with their head and feet securely on the mattress.
7. Documentation in patient's health record(s) shall be completed according to program or unit protocol. All atypical observations and/or patient/client responses must be documented.

Steps to be taken to complete task safely:

A	HoverMatt® (<i>Moving patient along floor to HoverJack™ or transferring patient laterally from one surface to another i.e. bed to stretcher</i>).
	<i>For patients on Additional Precautions (Isolation) a single patient use HoverMatt® should be used and can remain in the patient environment after cleaning for reuse on the same patient.</i>
1	Ensure that the underside of the HoverMatt® does not come into any contact with blood, body fluids or soiling while in use.
2	Remove the HoverMatt® from the storage cart and lay the mattress flat on the floor beside the patient. Position mattress correctly by using head and foot indicators on the top side of the mattress.
3	Release the buckles on the mattress and lay straps open.
4	Place a HoverTech disposable water proof cover (found in storage cart) on the HoverMatt®
5	Place the HoverMatt® (along with HoverTech cover) underneath the patient by log-rolling the patient. If possible, two staff members assist with the “log roll” and a third staff member places the Hovermatt® underneath the patient.
6	Fasten the buckles across the patient to securely maintain the patient’s position on the HoverMatt® but not too tightly to constrict the patient.
7	<p>Connect the air supply to the HoverMatt® and inflate the mattress:</p> <ul style="list-style-type: none"> • Advise the patient that a certain amount of noise will be generated during this process • Position the cart with the air supply near the foot end of the HoverMatt® and plug the cord into an electrical outlet in the wall • Connect the hose to one of the two valves located at the foot end of the HoverMatt® • Fasten the valve to the hose using the snap • To ensure the air supply connection is secure, attach the Velcro cover on the valve • To inflate the HoverMatt®, turn on air supply by pushing button on air supply canister, i.e., “On” switch (older models) or appropriate air speed based on mattress width (newer models): <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="margin-right: 20px;">  </div> <div>For use with 28” and 34” wide HoverMatt®</div> </div> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="margin-right: 20px;">  </div> <div>For use with 39” and 50” wide HoverMatt®</div> </div> <p>To avoid air flow obstruction ensure the hose is not twisted and lays parallel to the HoverMatt®.</p>
8	Transfer the patient onto receiving surface – one staff member positions themselves on side of HoverMatt® in staggered stance and pushes HoverMatt® onto receiving surface on an angle starting at the foot end. Once handles of HoverMatt® are within easy reach, second staff member guides HoverMatt® from opposite side of receiving surface. The HoverMatt® must remain underneath the patient and the air supply must remain on until the lateral transfer is complete and the patient has been securely positioned on the intended surface or until the patient has been moved and placed on the HoverJack.

B	HoverMatt & HoverJack™ (<i>Raising patient from floor to bed/stretcher</i>)
1	Follow the steps in Procedure A to position the patient on the HoverMatt and inflate the mattress.
2	Ensure that the underside of the HoverJack® does not come into any contact with blood, body fluids or soiling while in use. Place HoverJack™ flat on the floor with Valve #1 positioned closest to the floor and Valve #4 closest to the ceiling. The labels of the valve chambers are located at the foot end of the HoverJack™.

3	Ensure all four red-capped deflation valves are closed tightly, all four white-capped valves are open, and the two buckles on the HoverJack™ are unfastened.
4	Move the HoverMatt® along the floor so that it is directly beside the HoverJack™. Using the HoverMatt®, transfer patient onto HoverJack™ - One staff member positions themselves on side of HoverMatt® and pushes HoverMatt® onto HoverJack™ on an angle starting at the foot end. Once handles of HoverMatt® are within easy reach, second staff member guides HoverMatt® from opposite side of HoverJack™. Second (or third, if available) staff ensures that air supply remains in contact with the mattress. During this transfer, the staff members must ensure that the HoverMatt® is centred on the HoverJack™ and does not slide off.
5	Turn off the air supply and disconnect the hose from the HoverMatt®.
6	Secure the HoverMatt to the HoverJack™ by looping the straps of the HoverJack™ through the handles of the HoverMatt®. Fasten buckles of HoverJack™ across the patient to securely hold them in place but not too tightly to constrict the patient.
7	Staff members position themselves on either side of the HoverJack™ to ensure the patient remains centered on the HoverMatt® during inflation of the HoverJack™.
8	<p>Connect the air supply to the HoverJack™ and inflate:</p> <ul style="list-style-type: none"> • Ensure the air supply is close to the HoverJack™ and the cord is plugged into an electrical outlet • Position the end of the hose to Valve 1 and turn on the air supply. Continue to inflate the chamber until firm. As chamber is being filled with air, assess for correct patient positioning – if patient is tipping to one side, deflate and re-centre client on HoverJack™. • Remove the hose from Valve 1. Fasten white cap to corresponding valve. • Continue to inflate Valve 2 through 4 in same manner, fastening white caps after each chamber has been filled <p>Turn off the air supply to the HoverJack™</p>
9	Position stretcher/bed and HoverJack™ side by side. Whenever possible, move stretcher/bed to HoverJack™. If HoverJack™ must be moved along floor, use long black strap at the head of the HoverJack™ or the grab handles attached to the ends or sides.
10	Ensure brakes are on the bed or stretcher. If a gap larger than 6" exists between the two surfaces, use a transfer bridge.
11	Unfasten and disconnect the buckles of the HoverJack™. Ensure that the buckles of the HoverMatt® are fastened to securely maintain the patient position on the mattress.
12	Reconnect the air supply to the HoverMatt® and inflate the mattress.
13	Follow the steps in Procedure A to complete lateral transfer onto bed/stretcher. Staff member on side of HoverJack™ (or third staff if available) uses their legs to keep the HoverJack™ against the receiving surface.
14	Once the patient is safely on the bed/stretcher, turn off the air supply and disconnect the hose.
15	Unfasten the buckles of the HoverMatt® and remove the mattress from underneath the patient by applying the log roll technique.
16	To prevent transmission of microorganisms the HoverMatt® and HoverJack must be cleaned and disinfected while inflated in the patient environment it was used in. If the lifting equipment is used in an Additional Precautions (Isolation) room it should be cleaned initially in the patient environment and then cleaned and disinfected outside of the patient environment prior to storage in preparation for use on another patient. If HoverMatt® or HoverJack becomes heavily soiled and cannot be cleaned adequately it must be taken out of use. Contact Infection Prevention and Control for guidance.
17	To deflate the HoverJack™, remove all four red deflation caps from the valves and allow the air to escape.
C	Cleaning and Storage of HoverMatt®, HoverJack™, Air Supply Unit and Storage Cart
	HoverMatt®
1	After use, remove the HoverMatt® protector sheet (disposable waterproof cover) from the HoverMatt® and dispose.

2	Remove all visible soil using a facility-approved disinfectant. Once removed, disinfect all surfaces of HoverMatt® with a Ready-to-Use facility-approved disinfectant. Ensure all surfaces and crevices are visibly saturated with disinfectant for the duration of time required for disinfection to occur (as per the disinfectant recommendations). If the HoverMatt® remains visibly soiled after initial cleaning and disinfection it must be sent for laundering.
3	Deflate HoverMatt after cleaning and disinfecting. Hang to air dry. If visible soil is present following cleaning and disinfection, launder the HoverMatt using a facility-approved disinfectant through the wash cycle with a maximum water temperature of 65°C. Hang to air dry. Once completely dry, fold the HoverMatt® and store in the cleaned storage cart (see cleaning instructions for storage cart below).
HoverJack™	
1	Clean and disinfect the HoverJack® after each use. Remove all visible soil using a facility-approved disinfectant. Disinfect all surfaces of HoverMatt® with a facility-approved disinfectant. Ensure all surfaces and crevices are visibly saturated with disinfectant for the duration of time required for disinfection to occur (as per the disinfectant recommendations). If the HoverJack™ remains visibly soiled after cleaning and disinfecting remove it from service and contact Infection Prevention and Control for guidance.
2	Deflate the HoverJack™ by removing all red deflation caps from the valves. For preparation of future use of this equipment also remove the white inflation caps. Hang horizontally to air dry with a minimum of 2 people using proper body mechanics. Once completely dry, prepare the HoverJack™ for storage. To fold the HoverJack™ and allow for further air escape, first fold lengthwise (bring the sides together) and then start at the head of the HoverJack™ and fold width-wise (end to end) a few times for an easier fit in the cart. Ensure that Routine Practices are followed to prevent contamination of the clean equipment. Once the HoverJack™ is fully deflated replace all of the caps on the valves to prevent contamination of the inside of the HoverJack™.
Air Supply Unit	
1	After each use remove all visible soil and disinfect all surfaces of the air supply unit including all air hoses and attachments with a facility approved disinfectant. Ensure all visible surfaces and crevices are visibly saturated with disinfectant for the duration of time required for disinfection to occur (as per the disinfectant recommendations). Allow to air dry.
Storage Cart	
1	After each use remove all visible soil and disinfect all surfaces of the storage cart with a facility-approved disinfectant. Ensure all visible surfaces and crevices are visibly saturated with disinfectant for the duration of time required for disinfection to occur (as per the disinfectant recommendations). Allow to air dry.
2	HoverMatt®, HoverJack™ and air supply is to be stored in a clean equipment storage area where they are easily accessible but contamination of the equipment is not likely.
Responsibilities, Completion and Review	
<i>Performs all duties in accordance with established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per safe work procedures). Notifies their Manager or their designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, their co-workers, or any others who enter the premises.</i>	
Completed by: S. Thorvaldson/S. Horvath	Date Completed: February 2014
SWP Last Reviewed / Revised by and date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.