

Lesson one: Introductions

Transfer boards are sometimes called sliding boards. However, it is important that a person lifts when moving from one surface to another.

Transfer boards can assist people with physical difficulties to move from one surface to another. A transfer board is a support that connects two surfaces to assist a person to transfer while sitting down.

To be safe and effective, all transfer boards should:

- Be strong and durable
- Be specified to carry the weight of the user
- Have a smooth top surface
- Have a non-slip base
- Have rounded edges.

Always check the weight rating of a transfer board before providing it to the person.

Transfer boards may be straight or curved. When selecting a board, think about what is available locally. Also consider the environment where the person is transferring.

Lesson two

The assessment will gather information about the person's health, activity and ability, and where they will use the transfer board.

Use the questions on the assessment form to learn about:


- The person's activity level and abilities while seated
- Where the person transfers to and from.

If the person has an existing pressure wound over their hips, buttocks or back, refer them to a health care professional and seek their advice before continuing the assessment.

If a person is at risk of developing a pressure wound, extra care must be taken when transferring. Pinching and dragging of the skin should always be avoided.

If a person has difficulty shifting their weight and pushing through both hands, they may need assistance to use the transfer board.

After the assessment interview, make a plan with the person and decide together:

- If the person needs a transfer board and the type of transfer board that would be most suitable
- What training is needed to use the transfer board safely
- If they may benefit from a referral  to other services
- When to book a follow up appointment.

Lesson three

The second step in providing a transfer board is to fit the product for the person. Correct fit is important to make the transfer board safe to use.

Transfer boards should be checked for each person. This is important to make the transfer board safe to use.

Environment where the transfer board will be used, Check the:

- Height of surfaces

- Stability of surfaces
- Transfer board is long enough.

If a person needs assistance, check:

- There is enough space for the assistant to move around
- The area is clear of obstacles
- The floor is not slippery
- There is good lighting, particularly for use at night to reduce the risk of falls.

Lesson four

Always teach a person how to use their transfer board. Explain to the person the safest way to use a transfer board, demonstrate how it may be used and let them practice.

To transfer safely from a wheelchair using a transfer board:

- Always put the brakes on.
- Always lift the buttocks, avoid bumping or dragging the skin.
- Advise the person to wear clothes that cover the bottom part of their body. This helps protect their skin.

Always teach a person who is afraid of falling or at risk of falling to use the transfer board with assistance.

The steps involved in using a transfer board are:

- Set up
- Prepare
- Transfer.

When assisting a person transferring:

- Stand close behind the person
- Support around their hips to assist the lift
- Coordinate the lift together (thinking of 1,2,3, lift)

To clean and look after a transfer board, the person needs to:

- Regularly check for cracks or other damage
- If it gets soiled, wipe clean with soap and water using a damp cloth and always dry it completely.
- Store it within easy reach when needed.

Lesson 5

Follow up should be done for all people who are using the transfer board long term.

A follow up will help you find out:

- If the transfer board is still meeting the person's needs.
- If the transfer board needs replacing.

Refer to a health professional if:

- You are worried about the person's health
- Their ability to move has changed recently.

Refer to a rehabilitation service if the person could benefit from rehabilitation to help them manage their ability to transfer.