

These tips are designed to help you prepare for training the caregivers within your facility.

1. Before you begin, make certain you have all the equipment you'll need ahead of time. Some items that may be needed include, sit-to-stand, total lift, slings, bed, pivot discs, friction-reducing devices (FRDs), ergo slides, and most importantly, gait belts. Have enough equipment to allow everyone to participate. Check to make sure all equipment is in good working condition.
2. Before training, practice, practice, practice! The toughest people to train are your peers. Remember, you know more about the topic than they do at this point. For the program to be a success, you need to be able to demonstrate with ease the principles and skills. If you have difficulty demonstrating them, you're sending a message that it isn't easy.
3. Train in pairs. Having a second care mentor (CM) helps to ensure all pertinent points are covered.
4. Encourage participation and engagement. Don't allow employees to come and go and prohibit cell phones and other items that might cause distractions.
5. Be sure you have sufficient space to conduct the training and keep the group size manageable (8-10 participants per trainer).
6. Be sure you have sufficient time to conduct the training. If the attendees can't spare the time necessary to complete all aspects of the training, split the training into segments, covering a different segment each session.
7. Design your training to ensure everyone completes hands-on transferring, including demonstration and return demonstration.
8. Stress these key points:
 - a. Communication is essential.
 - b. A lift (e.g., sit-to-stand or total transfer lift) is a mechanical transfer aid designed to make transfers safer for residents and staff.
 - c. If using a gait belt, the resident must be able to bear weight long enough (five seconds or more) to complete the transfer.
 - d. You can increase the level of care, but never decrease it.
 - e. Never lift a resident from the floor.
 - f. Never lift ... pull.
 - g. Remember and use nose over the toes.
 - h. Use a staggered, or power stance.
 - i. Before every transfer ask, "Is this a safe transfer for the resident?"
9. Start and end on time.
10. Lastly, follow up shortly after the training with in-room observation assessments.