

## The Principles & Practice of Moving & Handling

### Programme Agenda - Day 1

<b>9.15am</b>	Coffee/Tea & Signing in
<b>9.30am</b>	Introductions
<b>9.50am</b>	Introduction to the relevant legislation <ul style="list-style-type: none"><li>• Professional guidelines CSP, RCN</li><li>• Legal Responsibilities of the employer/employee</li></ul>
<b>11.00am</b>	Coffee/Tea Break
<b>11:15am</b>	The risk assessment process <ul style="list-style-type: none"><li>• Generic risk assessments</li><li>• Individual patient risk assessing</li></ul>
<b>12.30pm</b>	Lunch
<b>1.15pm</b>	Functional anatomy of the spine
<b>1.45pm</b>	Principles of safer moving and handling
<b>2.30pm</b>	Coffee/Tea Break
<b>2.45pm</b>	Patient handling - Normal movement patterns Assisting a person to stand - Basic facilitation techniques
<b>4.15pm</b>	Questions Completion of training records End of day one

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### Programme Agenda - Day 2

<b>9.15am</b>	Coffee and signing in
<b>9.30am</b>	Introductions to the day Questions from day one
<b>9.45am</b>	Principles of safer hoisting <ul style="list-style-type: none"><li>• Puwer &amp; Loler</li><li>• Types of hoists</li><li>• Advantages of electric/hydraulic hoists</li></ul>
<b>10.15am</b>	Getting to know the hoist
<b>11:00am</b>	Coffee/Tea Break
<b>11:15am</b>	Types of slings Visual checks of each hoist task
<b>11:35am</b>	Introduction to Oxford hoist identification tool
<b>12:00pm</b>	Controversial handling techniques
<b>12.30pm</b>	Lunch
<b>1.15pm</b>	Practical session <ul style="list-style-type: none"><li>• Assisting a client to stand</li><li>• Assisting a client to transfer with equipment</li></ul>
<b>2.00pm</b>	Practical session (continued) <ul style="list-style-type: none"><li>• Standing transfers</li><li>• Assisted standing transfers (standing hoist)</li></ul>
<b>3.00pm</b>	Coffee/Tea Break
<b>3.15pm</b>	Practical session (continued) <ul style="list-style-type: none"><li>• Movement in bed (self help techniques and assistance)</li><li>• In/out of bed (minimal assistance, through to hoisting)</li></ul>
<b>4.15pm</b>	Questions Completion of training records End of day one

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### Programme Agenda - Day 3

<b>9.15am</b>	Coffee and signing in
<b>9.30am</b>	Introductions to the day Questions from day two
<b>9.45am</b>	Introduction to specialist slings, options and specials
<b>11:00am</b>	Coffee/Tea Break
<b>11:15am</b>	Practical session Movement in bed (continued) <ul style="list-style-type: none"><li>• Up the bed (self help, minimal assistance, slides and hoisting)</li><li>• Sitting forward in bed</li><li>• Turning in bed</li></ul>
<b>12.30pm</b>	Lunch
<b>1.15pm</b>	Problem solving workshop
<b>2.30pm</b>	Coffee/Tea Break
<b>2.45pm</b>	Presentation from problem solving
<b>3.30pm</b>	Feedback Questions Completion of training records Evaluation
<b>4.15pm</b>	Practical session Presentation of certificates End of course