

 <p>Policies and Procedures</p>	Category: PROVISION OF CARE, TREATMENT & SERVICES	Policy No.: PC 1.0
	Issued by: BOARD OF DIRECTORS	Revised: 2014
Subject: WHEELCHAIR / GURNEY TRANSPORTATION	Approved by: <i>Beverly Novak-Page</i> _____ President of the Board	Effective Date: 1.1.2011
		Supersedes Policy: None
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PURPOSE

To assist in escorting patients.

POLICY

1. Auxiliary volunteers will adhere to the following procedures whenever escorting patients by wheelchair or gurney through the hospital.

PROCEDURES

1. It should be the nurse's responsibility to help the patients in and out of the wheelchairs.
2. Introduce yourself and tell the patient what you are doing and where you will be taking them.
3. Ask the patient if he/she is ready before moving the vehicle..
4. Release the hand brakes and push SLOWLY. Look ahead.
5. Approach all corners and doorways cautiously. These are collision danger spots.
6. PULL the vehicle through swinging doors and elevator doors.
7. At elevators, be sure the car and floor are level before proceeding. Always BACK a wheelchair into an elevator so you are facing front when exiting.
8. Avoid short, quick stops that tend to throw the patient forward in a wheelchair.
9. Never lift a patient out of a wheelchair. Call a nurse to move the patient.
10. NEVER LEAVE A PATIENT UNATTENDED.