

COMMUNITY CARE SKILLS STANDARD'S FRAMEWORK FOR SUPPORT CARE ROLES

Skills Domain	Therapy
Skills Category	Client Transfer
Skills Standard Title	Transfer Client
Skills Standard Descriptor	Perform client's transfers safely and provide feedback on transfer status.
Skills Proficiency Level	Level 1 <i>Previously 'Basic I' under CCSSF</i>
Source Code	CCSSF-T-CT-1001-1
Knowledge <i>This refers to the gathering and cognitive processing of facts and information required to perform work tasks and activities.</i>	Underpinning Knowledge: • Safety of wheelchair and workplace. • Checklist on transferring client which may include (not limited to) techniques of: ○ Lifting ○ Transferring ○ Positioning (supine lying, side lying, sitting) • Client medical condition • Weight bearing status. • Ratio of support care staff-to-client based on client level of assistance. • Support care staff body mechanics. • Standard Organisational Procedure (SOP) for transferring client. • 7 levels of assistance which may include (not limited to): ○ Independent ○ Supervision ○ Contact guard ○ Minimum ○ Moderate ○ Maximum ○ Dependent • Safety precaution of client which may include (not limited to): ○ Properly seated, belted and legs rested on footrest. ○ Proper positioning • Incident or accident management which may include (not limited to): ○ Reporting to therapist • Types of medical condition that require min and max attention. • Types of transfer devices which may include (not limited to): ○ Wheelchair ○ Transfer board ○ Commode ○ Bed ○ Sticks • Types of attachments. • Organisational policies and procedures which may include (not limited to): ○ Transferring client ○ Communicating with client ○ Incident management ○ Assisting in interventions in consultation with qualified personnel ○ Returning all tools and equipment used

	• Provisions of National Infection Prevention and Control Guidelines for Long-Term Care Facilities (2018), which may include (not limited to): ○ Use of personal protective equipment ○ Hygiene practices ○ Handling patients with infection ○ Outbreak ○ Hand hygiene • Relevant legal and/or industrial requirements in relation to support infection control, which may include: ○ Implementation Guide to Guidelines for Home Care (Agency for Integrated Care, Singapore) ○ Implementation Guide to Guidelines for Centre-Based Care (Agency for Integrated Care, Singapore) ○ Workplace Safety and Health Guidelines (Workplace Safety and Health Council) ○ National Infection Prevention and Control Guidelines for Long-Term Care Facilities (Ministry of Health) ○ Allied Health Professions Council (AHPC) guidelines on supervision and delegation of tasks to therapy support staff
Ability <i>This refers to the ability to perform the work tasks and activities required of the occupation, and the ability to react to and manage the changes at work.</i>	The ability to: • Greet client and introduce self in accordance with organisational procedure. • Seek inputs from client on transferring him/her in accordance with organisational procedure. • Communicate with client which may include (not limited to) in accordance with organisational procedure: ○ Greeting ○ Explaining process ○ Having conversations ○ Checking on client readiness ○ Creating small talk ○ Acquiring information ○ Checking history (e.g. past events, actions, etc) • Check working condition of transfer and mobility devices and workplace in accordance with organisational procedure. • Prepare clients for transfer in accordance with organisational procedure. • Transfer client with care which may include (not limited to) in accordance with organisational procedure: ○ Functional status ○ Medical condition ○ Client with attachment • Apply correct transfer techniques following standard organisational safety procedures. • Assist transfer of client safely and comfortably using transfer board and belt in accordance with organisational procedure. • Determine category and number of support care staff to carry out transfer of client based on medical condition of client in accordance with organisational procedure. • Position client using supine lying, side lying and sitting positions following

	procedural guidelines ensuring comfort and body alignment. • Exercise care and precaution when transferring client using commode or wheelchair which may include (not limited to) in accordance with organisational procedure: ○ Bed to toilet ○ Toilet to bed ○ To activities, breakfast, bathing ○ To taxi, public bus location • Manage incidents including emergencies with protocol in accordance with organisational procedure. • Communicate with colleagues if assistance is required in accordance with organisational procedure. • Give timely feedback to therapist in accordance with organisational procedure.
Person-Centred Care <i>This refers to having a person centred care mind set to drive the care giver to respect and recognise the decisions/choices of the person they are taking care of.</i>	Underlying principles: • Treating clients with dignity and respect by being aware of and supporting personal perspectives, values, beliefs, culture and preferences; respecting their privacy while encouraging independence of the individual; and listening to each other and working in partnership to design and deliver services • To be mindful of client's need of reassurance
Performance Outcome <i>This refers to the outcome of the task on the care recipient as indication of workplace success</i>	• The support care staff is able to transfer client in a manner that is respectful of client's dignity, taking into consideration his/her condition, preferences and comfort level.