

# Coordinator Resources

**H&S: Supporting People to Move**

This pack contains resources for the Altura Learning Coordinator to utilise in order to further embed the learning of the participants completing the course.

Contained in this pack are the following:

- A **learning game** – this game will be an opportunity to have a bit of fun to have with the participants! It can be used as an ice breaker or to continue to engage participants after having watched the video.
- A **case scenario** is a fictional story of a person that allows learners to extrapolate and apply what they have learned to a practical scenario. You can present the case scenario to a group of staff for discussion or use it as a self-directed exercise. You could ask staff to relate the case scenario to the related policy and procedures at your organisation.
- **Essential Assessment Answers** are contained in this pack to allow you to mark the Essential Assessment with ease.

### Other Learning Resources:

Altura Learning has three assessments available to test learner's knowledge or to apply what they have learned to the workplace. You will be able to download these assessments in a PDF version or they may be assessed online depending on how you access Altura Learning.

- **Essential Assessment** – this assessment demonstrates that the learner has understood the information contained in the video.
- **Extension Assessment** – this assessment asks the learner to reflect on the subject discussed in the video. This requires short answers which are marked by the Coordinator.
- **Evidence Assessment** – overall there may be a variety of these assessments offered depending on the subject matter of the course, but they are all designed for the learner to demonstrate that they have the skills to implement the care or service in the workplace.

In addition to these assessments, Altura Learning supports each course with the following resources:

- **Quick Reference Guide** – this contains the key points of the information in the course. It can be used for a quick face to face up date (toolbox talk), placed in a folder, noticeboard or in a staff area.
- **Course Information Sheet** – this is an informational sheet that directs learners to further resources, information, definitions and who the Subject Matter Expert is. This is useful to have prior to viewing the course.
- **Certificate** – a certificate is issued for each course to be completed by the Coordinator. Hours of active learning can be recorded on the certificate for learners who are required to maintain a record of continuing professional development.
- **Poster** – a poster is available for each course.
- **Infographic** – This document supports the concept of microlearning and is supplied to aid any staff who learn in different ways and may need help to retain information. It represents the key information from the course. Use it as a poster or email it to staff to refresh a key message. It could be used as a screen saver or you could attach it to pay slips.

## Training Game

Split the group of learners into teams of 2-3 people. Ask the groups to create a song, limerick or poem that incorporates the 8 tips of the Manual Handling Checklist, as per below.

### Manual Handling Checklist

1. Complete a TILEO assessment before any manual handling
2. Ensure employees are trained in safe people handling and manual handling equipment
3. Check the person's care or support plan for their specific manual handling requirements
4. Consider whether the person you are assisting can help with their move
5. Reduce manual handling risks by using equipment
6. During assisted movement, every effort should be made to maintain the person's dignity and independence
7. Evaluate and reflect on completion of the task

## Case Scenario

Imagine you are assisting someone using a stand-up hoist and their knees buckle. What are your immediate actions? What are your subsequent actions?

*Required response: The person should be moved into a chair and placed into a full sling hoist. The person should be appropriately assessed to ensure that they are free from injury. The incident should be documented and the individual's mobility care plan should be updated.*

## Essential Assessment Answers

### Part A

Select tick if the statement is TRUE or FALSE.

1. The bear hug or pivot transfer is recommended as a low risk manual handling move.  
True  False
2. Promoting a person's independence is unnecessary during a move.  
True  False
3. A person wearing a transfer belt should be weight bearing and require minimal assistance.  
True  False

4. If using two staff members, always adjust the bed to the best height for the tallest person.
- True  False
5. If you are assisting a person to roll using a person's body mechanics, and you are doing the move alone, you should stand on the side of the bed that the person is rolling towards.
- True  False

## Part B

Select the **MOST CORRECT** answer from the options below each question.

1. A person's mobility care plan should be checked:
- A. after the move has been completed
- B. during the move, by the second staff member
- C. the care plan does not need to be checked
- D. before commencing the move
2. If a person can assist with the move:
- A. encourage them to do so
- B. discourage them from doing so
- C. ask them not to assist, so that you can complete the move quickly
- D. none of the other answers
3. A full sling hoist can be used to assist a person move from a bed to a:
- A. wheelchair
- B. shower chair
- C. bed bath
- D. all of the other answers
4. If a person has fallen and they are injured:
- A. you must not move them, but seek medical assistance
- B. you are free to commence the move
- C. you should ask the person to move themselves
- D. none of the other answers
5. When using the stand-up hoist, the person's hands:

- A. should be on the lifter handles, over and outside the sling
- B. should be on the lifter handles, under and inside the sling
- C. should not make contact with the lifter handles
- D. should be placed on their chest

## Part C

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Select the **MOST CORRECT** word or phrase to complete the sentence

1. The risk assessment tool TILEO stands for ....., Individual, Load, Environment and Other Factors.
  - A. Time
  - B. Tool
  - C. Task
  
2. When supporting a person to move, remember that you are doing the move ..... the person.
  - A. for
  - B. with
  - C. to
  
3. When assisting a person to stand up from a bed to a chair, using a walking frame, make sure the bed is raised to a safe ..... height for the person.
  - A. standing
  - B. sitting
  - C. lying
  
4. When guiding a person to sit down, you should assist them to turn until they are in a position where they can feel the seat against the ..... of their legs.
  - A. side
  - B. front
  - C. back
  
5. The optimum number of staff required to assist a person to move from a bed to a trolley using a transfer board is .....

- A. 1-2
- B. 2-3
- C. 3-4

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**DISCLAIMER:**

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