



**MCAULEY MEDICAL, INC.**

*Healthcare Safety and Security*

## **Gold Rollboard**

## **In-Service Checklist**

### ***Rollboard Lateral Transfer System***

#### **System Overview**

- ☐ What is Rollboard and when is it to be used (*lateral transfer*)
- ☐ The purpose is to allow transfer with no lifting (*only push and pull forces*)
- ☐ The secret is two low friction materials matched to reduce friction
- ☐ Match the model of Rollboard with the room or surfaces it will be used on
- ☐ Used throughout hospital in all departments
- ☐ MRI compatible
- ☐ Designed to hang on a hook in a room so you never have to go looking for it
- ☐ No Electricity, No Noise, No Laundry so it's environmentally friendly

#### **Positioning Patient on the Rollboard**

- ☐ Use the draw sheet on bed or add a draw sheet to the Rollboard leading edge
- ☐ Log roll patient, bring Rollboard alongside patient, log roll patient onto board
- ☐ You only need one third to one half of patient on board, not more than that
- ☐ Adjust head and feet so they are on the board
- ☐ Patients head must be supported, feet can hang over the bottom if patient is tall
- ☐ Disposable sheet covers the Rollboard and is optional

#### **Performing a Lateral Transfer**

- ☐ We recommend two attendants be present for each transfer
- ☐ Always lock the wheels on both bed and gurney prior to performing a transfer
- ☐ Raise the bed rails
- ☐ As one attendant pushes on hip and shoulder, the receiver pulls the draw sheet
- ☐ Once the transfer is made, roll patient and remove board
- ☐ With patients of size, it may be easier to remove by grabbing the ends of the board

#### **Cleaning and Storage**

- ☐ Same procedure as cleaning hospital mattresses and surfaces (germicidal cleaner)
- ☐ Once cleaned, hang the Rollboard back on the hook in the room where it belongs

#### **Safety**

- ☐ Never leave a patient unattended
- ☐ Always lock the wheels on both bed and gurney prior to performing a transfer
- ☐ Keep side rails in the upright and locked position while transporting and waiting