

# Stretcher training form



Employee name: \_\_\_\_\_

Date: \_\_\_\_\_

Orientation or remediation		
<b>Stretcher orientation:</b>		
1.	Viewed stretcher, bariatric and stair chair owner/operator manuals.	
<b>Demonstrates knowledge of stretcher:</b>		
1.	Load height/position.	
2.	Transport height.	
3.	Patient head adjustment bar.	
4.	Side rails.	
5.	Wheel locks.	
6.	Safety catch bar and red safety release.	
7.	Use of all seatbelts including shoulder harness.	
8.	Raise/lower control buttons (if applicable).	
9.	Manual mode lever.	
10.	Trendelenburg.	
11.	IV pole.	
12.	Battery – location/change out/indicator lights (if applicable).	
13.	Jog up button.	
14.	Load capacity.	
15.	O2 storage.	
16.	Stretcher load/unload procedures.	
<b>Unit orientation:</b>		
1.	Safety catch pin.	
2.	Lock down bar/release.	
3.	Antlers/mounting bar.	

## Stretcher training form (continued)

<b>Body mechanics:</b>		
1.	Feet shoulder width apart, one foot slightly offset from the other, two hand grip and body close to the stretcher.	
2.	Verbal communication with each other concerning what action is about to take place.	
3.	Verbal communication with patient throughout exercise concerning what will take place.	
4.	Proper body alignment must be maintained when raising or lowering the stretcher: <ul style="list-style-type: none"> <li>– Abdominal bracing (tightens abdominal muscles to support back when lifting).</li> <li>– Lifts with legs, not back or arms.</li> </ul>	
<b>Moving the patient:</b>		
1.	Patient is secured using all seat belts and shoulder harnesses.	
2.	Stretcher placed at transport height.	
3.	Crew supports the stretcher on both ends when moving the patient – three points of contact.	
4.	Lifts/supports the stretcher over rough terrain, curbs and uneven surfaces.	
5.	Person at head advises the patient of what to expect and not to reach out.	
6.	Crew demonstrates critical thinking skills when faced with obstacles or problems.	
7.	Handles stretcher safely and does not move sideways or spin stretcher around.	
<b>Placing the patient in the unit:</b>		
1.	Advises the patient of what events are about to take place.	
2.	Stretcher will be placed in load position and front guide wheels will be aligned with vehicle floor (ensure vehicle lift system is deflated).	
3.	If two-man lift, both crew members will grasp lower bar, use verbal cues and the retract legs button will be depressed until legs are up and crew then can move stretcher into ambulance.	
4.	Lift is maintained above floor level to assure wheels don't hit and stretcher glides smoothly into ambulance.	
5.	If in manual mode, one crew member will be at foot and pull red lever on bottom bar, second crew member will use scissor motion to pull up the lower carriage while putting counterweight on upper side railing.	
6.	Once the patient is in the unit, the foot person will assure the lock down bar has secured the stretcher.	
<b>Removing a patient from the unit:</b>		
1.	One crew member will move to the left side of the patient and provide for stretcher stability and ensure there is clearance for the wheels.	
2.	Foot person will release the lock down bar and pull stretcher to the rear of the unit and stop. Back wheels will remain on floor of ambulance.	
3.	Side person will scan for safety (O2 tubing, monitor wires, uneven surface).	
4.	Side person will make sure safety catch bar is engaged prior to final move.	
5.	Foot person will squeeze the release handle, lower wheels to ground, check to make sure rear wheels are on ground and then pull the stretcher out of the unit. DO NOT ALLOW WHEELS AND FRAME TO DROP.	
6.	Head person is responsible for assuring the stretcher is clear of any objects before pulling stretcher out of ambulance.	
7.	Head person will release the safety catch bar by using the red release lever and pull the stretcher from the unit.	

Stretcher training form (continued)

Employee has been made aware of the following:		
1.	Untrained persons may not operate the stretcher (bystanders, other providers).	
2.	The stretcher is never to be spun around or rolled sideways.	
3.	The stretcher is not to be raised in the back of the unit, as it can cause damage to the mounting system.	
4.	If the stretcher is not working properly, the supervisor must be contacted immediately. No patient is to be placed on a malfunctioning stretcher.	
5.	When changing surfaces, front two wheels must change surface at the same time.	
6.	Providers will stand at head and foot end of stretcher when moving patient.	
7.	If working with more than two providers, others will be placed on the sides of the stretcher and provide stabilization with explicit instruction to not lift from the sides.	

Instructor: Must discuss with employee and document success or failure, any concerns or weaknesses or strengths.

Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

