

# How to Use a Slide Board

---

**PURPOSE:** To provide safe transfers from bed to a chair with the utilization of a sliding board.

**EQUIPMENT:**  Sliding board  
 Chair

- ACTION:**
1. Obtain equipment.
  2. Wash hands or apply gloves.
  3. Explain procedure to individual transferring
  4. Place the chair as close as possible to the bed with the back of the chair facing the head of the bed.
  5. If a tilting wheel chair is available, lower the back to a 30-degree angle. Lock the breaks and move the footrests out of the way, and remove the armrest on the side closest to the individual.
  6. If possible have the chair the same height as the bed.
  7. Help the individual sit on the edge of the bed with his/her feet flat on the floor.
  8. Stand next to the bed facing the individual. Have a 2nd individual stand behind the chair to prevent chair from sliding.
  9. Help the individual lean over slightly away from the chair, and carefully slide one end of the transfer board under the thigh that is closest to the chair. Point the end of the board down into the bed as you do this, to avoid pinching the skin of the individual.
  10. Place the other end of the transfer board flat on the seat of the chair with the end of the board pointed at the back seat corner farthest from the bed.
  11. Assist the individual with several short “scotting” motions onto the board. If the individual is unable to move, first lift and move using several short lifts. Place a sheet or pad between the individual and the board to reduce friction. Be very careful not to allow the individual to fall.
  12. To transfer the individual from the chair to bed, reverse the procedure. Carefully assist the individual at the end of the procedure to carefully lower their back to the bed.
  13. Remember good body mechanics during the transfer.