



An Affiliate of
MERCYONESM

Jenna Maxson
Volunteer Services
Manager

319-339-3659
Jenna.maxson@mercyic.org

COVID Clinic Liaison Volunteer Wheelchair Use Training

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Wheelchair Safety

Only trained Covid Clinic Volunteers may transport patients in wheelchairs after training and competency have been completed.

Look over the wheelchair before use to ensure every part of the wheelchair looks intact and safe. If you have any concerns, report them to Mercy staff and do not use the wheelchair.

Be sure the brakes are locked when the patient is getting in and out of a wheelchair (picture on next slide).

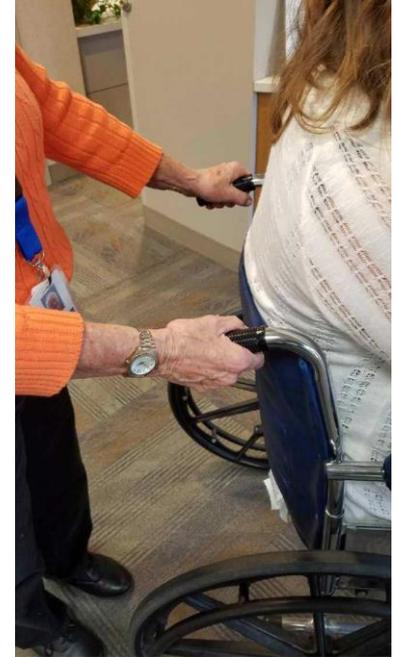
When getting into the wheelchair, the footrest / foot pedals should be folded up. Never allow a person to step on the footrest when getting in or out of the wheelchair. The feet of the person being escorted should be ON the footrests during transport.

After the person is seated, fold the footrest down and adjust as necessary.

Patients should be seated securely before beginning escort.

Safety Wheelchair Check Points

- * Feet in footrests during transport
- * Both hands to push the patient
- * Brakes on while patient is getting in and out
- * Footrests up while patient is getting in and out



Wheelchair Use

If a patient requires a wheelchair escort in the Mercy building, the Covid Clinic Liaison will be notified by Mercy staff or it may be requested by the patient directly.

Liaisons are NOT to escort patients outside of Mercy, which includes to their vehicle or the parking lot.

If the Volunteer has any questions at any time, is unsure of how to address a request or task, or feels uncomfortable completing a task, they are **REQUIRED** to not complete the task until their concerns are addressed by further training / clarification or the decision to not have the volunteer complete the task. This could include if a volunteer does not feel physically capable to safely escort a patient.

Volunteers are to utilize the manual wheelchairs only and are not trained in operating electronic wheelchairs. If an electronic wheelchair is required then Transport Staff need to be utilized.

Sanitizing

Wheelchairs need to be sanitized after every use. Super sani-cloth wipes will be provided by Mercy. Instructions on this sanitizing product need to be followed per the bottle including a minimum of a **2 minute** wet time (the Super sani-cloth wipes need to be used to keep the surface wet for at least 2 minutes).

Sanitizing all surfaces of the wheelchair is required.

Emergencies

If there is an emergency at any point in time, dial **x3911** (internal) or contact a Mercy Employee immediately for assistance if a phone is not readily available. Do not leave a patient unattended who appears to be having medical concerns.

Competency

Be sure to complete the competency provided by the Volunteer Services Manager after reading this Power Point and before escorting Mercy patients in a wheelchair.

Email the Volunteer Services Manager for next steps at this point.

Jenna Maxson

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THANK YOU