**The NHS Scotland Manual Handling Passport – Foundation Training Core Content**

* Staff who regularly assist people to move require to attend a 2 day induction course which will cover the course content from all six modules.
* Staff who regularly handle loads require to attend a ½ day induction course which will cover modules A and B. Those non-clinical staff involved in patient transfer will need to receive additional training, for example, porters working within theatres and involved in lateral transfers will require Module F

**Module a Manual Handling Theory**

1. Define the term “manual handling”;
2. Describe the causes and effects of musculo-skeletal disorders (MSD’s);
3. State basic methods of promoting and managing their own ’24 hour’ musculo- skeletal health;
4. Outline how legislation applies to manual handling at work;
5. Describe the principles of ergonomics and risk assessment in reducing the risk of manual handling injury;
6. Describe the principles of safer manual handling;
7. Identify the risks involved in team handling;
8. Describe importance of good communication in relation to manual handling;
9. Outline the management of manual handling within the organisation e.g. policy, organisation of training and occupational health, incident reporting;
10. Describe the potential impact on others of poor manual handling practice;
11. Identify high risk activities / manoeuvres.

# Module B Inanimate Load Handling

1. Principles of safer manual handling of loads;
2. Identify and describe the practical application of the four key areas and other factors to be considered when undertaking a manual handling risk assessment;
3. Identify how the principles of safer handling can be applied;
4. Outline the importance of posture and application of ergonomic principles;
5. Demonstrate the application of safer manual handling principles during practical tasks;
6. Identify basic safety checks of equipment

# Module c Chair Manoeuvres

1. Principles of manual handling of patients;
2. Key areas of manual handling risk assessment;
3. Undertaking a manual handling risk assessment of a patient from a given scenario;
4. Identification of high risk / controversial practices as relevant to their workplace;
5. Promoting patient independence;
6. Utilising appropriate principles of manual handling when a patient is being assisted by A) one carer, and B) two carers, including where appropriate, the use of relevant handling aids;
7. Assisting a patient forward and back in a chair;
8. Sitting to standing and standing to sitting from / on a chair;
9. Sitting to standing and standing to sitting from / on a bed;
10. A standing transfer from bed to chair and chair to bed;
11. Assisted walking;
12. Describe how to deal with the falling & fallen patient.

# Module D Bed Manoeuvres

1. Inserting, using and removing tubular and / or flat slide sheets;
2. Turning a patient in bed;

# Reposition the supine patient in the bed;

1. Sitting a patient from supine lying to long sitting;
2. Sitting a patient from supine lying to sitting over the edge of the bed;
3. Assisting a patient to lie down from sitting on edge of bed;
4. Involving the patient and others in decisions around manual handling.

# Module E Hoisting

1. Safe use and functionality of both active and passive hoists;
2. Awareness of different types of sling and how to select (e.g. size, type);
3. State the main points of the Lifting Operations and Lifting Equipment Regulations (1998);
4. Describe high risk / controversial practices;
5. Inserting the sling with the patient in the bed and in the chair;
6. Hoisting the patient from chair / bed / chair;
7. Hoisting from the floor;
8. Use of an active hoist;
9. Involving the patient and others in decisions around manual handling.

**Module F Lateral transfers**

1. Discuss high risk practices associated with lateral transfers;
2. Demonstrate a lateral supine transfer from bed / trolley to bed.