

TLR Basic Training Outline

Time Frame	Time	Topic	Activities	Materials
8:00 – 8:30	30 min	Welcome, Goals, TLR Feedback	Sticky note goal setting. Participants introduce themselves and say what their goal for the session is. TLR (good/needs improvement) on flip chart	TLR cart with all supplies Card stock nametags Sticky notes Flip chart paper that says “Goals” for notes to be stuck to Use flip chart for TLR good/needs improvement Markers for flip chart/white board Pens for participants Participant handbooks Additional handouts for them to take with them/write on PowerPoint
8:30-8:35	5 min	Introduction to TLR	PowerPoint	PowerPoint
8:35-8:40	5 min	Legislation	PowerPoint	PowerPoint
8:40-8:50	10 min	Steps to a moving task	PowerPoint	PowerPoint
8:50 – 9:00	10 min	Anatomy & Physiology	Stand against the wall to feel natural curves of back Dynamic muscle action vs. static muscle action	PowerPoint
9:00-9:10	10 min	Musculoskeletal injuries	Ask any idea of how many \$ Health PEI spent on employee injury WCB premiums	PowerPoint
9:10- 9:40	30 min	Good posture & Safe Body Mechanics	Review safe body mechanics and do corresponding demos	PowerPoint Participant Handbook
9:40-10:00	20 min	Risk Assessment – Self	Break into small groups and give time to brainstorm risk factors and ways to eliminate risks for one category. Review as a big group and write on flipcharts.	Flip chart and markers Handout
10:00 -10:10	10 min	BREAK		
10:10-10:55	45 min	Risk Assessment – Environment, Equipment, Object	Can do as a whole group or divide into smaller groups and report back to main group.	Flip chart and markers can be used Handouts

10:55-11:05	10 min	Stretching and Warmup	Review importance of stretching to reduce risk of injury. Lead a short stretching session.	Stretching handout if anyone wants it
11:05-11:45	40 min	General Moving Techniques	Demos and practice of all lifts. Get participants to think of scenarios where they could use each lift.	Wheelchair, TLR cart for pushing and pulling Box of handouts and bin of slings can be used for lifting
11:45-12:15	30 min	LUNCH		
12:20-1:20	1 hour	Risk Assessment – Client Mobility	Review TLR mobility record and pocket card. Get participants to practice doing TLR assessment. Review TLR belts and practice. Break into groups for case studies.	TLR belts Hospital bed or stretcher TLR pocket cards TLR mobility record forms TLR logos + handout Case studies handouts How to use TLR belt videos available at: https://src.healthpei.ca/tlr-musculoskeletal-injury-prevention
1:20-3:20	2 hours	Client Moving Techniques	<p>1. Transfers (20 mins) Wheelchair, sitting to lying, lying to sitting, sitting to standing, etc.</p> <p>2. Repositioning techniques (1 hr) <u>Slider sheets</u>: boosting and turning <u>Maxislides</u>: boosting, lateral transfers, turning, rolling out under patient, putting sling under patient <u>Repositioning sling</u>: boosting, turning <u>Airpal & Rollboard</u>: Bring whole group back together and show how to use it</p> <p>3. Slings & mechanical lifts (30 mins) Show slings to whole group/demos. Can practice using slings in separate groups.</p>	<p>Slings: quick fit, hammock, hygiene, repositioning, limb, turning Floor lift Hospital Bed Slider sheets Wheelchair Maxitube Maxislides Airpal Rollboard</p> <p>Videos on transfers and repositioning techniques available at: https://src.healthpei.ca/tlr-musculoskeletal-injury-prevention</p>
3:30	10 min	Summary Questions Evaluations	Question Period Collect Evaluations	Wallet cards

