

## Safe Patient Handling Equipment: EMS Evacuation HoverJack®

### SKILLS CHECKLIST

Equipment: EMS Evacuation HoverJack (Evacuation HoverJack II)	<b>Name (print):</b>
	<b>Date:</b>
Validator (print):	<b>Unit:</b>

	<i>Performance Criteria</i>	<i>Validator Initials</i>
1.	<b>Demonstrates ability to properly orient/ prepare EMS Evacuation HoverJack for use.</b>	
	Assures that the EMS Evacuation HoverJack(HJ) is placed on the floor with Valve #1 against the floor.	
	Assures that the EMS Evacuation HJ is in correct orientation as indicated by the head & foot indicators (valves are at foot-end).	
	Checks that the four (4) HoverJack red deflate valve caps are screwed on properly and tightened securely <b>OR</b> the four (4) Universal Valves are closed tightly.	
	Ensures EMS Evacuation HJ safety straps are unbuckled.	
2.	<b>Demonstrates ability to safely inflate EMS Evacuation HoverJack using Air Supply.</b>	
	Plugs the Air Supply cord into wall outlet.	
	Starting with the bottom valve closest to the floor, labeled Valve #1, holds the Air Supply hose securely to valve and initiates air flow by pressing the appropriate button on the Air Supply. Inflates each air chamber in succession (1-4) until it is at maximum inflation.	
	Demonstrates an understanding of when each chamber is fully inflated.	
	Explains when it is necessary to cap the black valves (e.g., patient is going to stay on the EMS Evacuation HJ for an extended period) and demonstrates capping black valves. (Not applicable for HoverJacks with Universal Valves)	
	Unzips foot end pouch in preparation for patient transfer.	
3.	<b>Demonstrates ability to safely transfer a patient from bed or stretcher onto the EMS Evacuation HoverJack, using the HoverMatt.</b>	
	Locks wheels of bed/stretcher before moving patient.	
	Lowers stretcher/bedrails to avoid interference with HoverMatt inflation.	
	Positions EMS Evacuation HJ as close as possible to bed/ stretcher. Ensures foot pouch is unzipped and patient safety straps are unbuckled and out of the way. One caregiver remains at bedside in the "Position of Safety," ready to initiate transfer; receiving caregiver is positioned against the EMS Evacuation HJ.	

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3. <i>cont.</i>	Verbally prepares patient for sound & sensation of HoverMatt inflation.	
	Ensures patient is centered on HoverMatt and patient straps are loosely connected. Inserts the air supply hose into the HoverMatt, snaps the hose in place and secures the Velcro flap.	
	Presses the appropriate button on the air supply control panel to initiate air flow to the HoverMatt.	
	After full inflation, caregiver at the bedside initiates transfer by pushing the HoverMatt onto the EMS Evacuation HJ by angling either the HoverMatt's head or foot section first towards the EMS Evacuation HJ. Receiving caregiver maintains an upright stance and receives the patient by grasping the handles when they are within reach.	
	Following transfer, carefully centers patient on the EMS Evacuation HJ, then deflates HoverMatt by pressing the power or standby button on the air supply.	
	Zips foot pouch over the patient's feet and lower legs and secures patient safety straps loosely over the patient.	
	Brings the air supply to the head end of the EMS Evacuation HJ, and inflates the wedge head pillow, if desired. After the head pillow is inflated, adjusts the patient safety straps until taut.	
4.	<b>Demonstrates ability to safely transport patient on EMS Evacuation HoverJack and prepare for stairwell descent.</b>	
	Before moving through doorway or into stairwell, checks for sharp edges on corners and railings, or for any other object that could damage the EMS Evacuation HJ ("Clears the Flight Path").	
	Demonstrates knowledge of navigating narrow doorways or sharp corners by bleeding air from each of the four chambers by depressing the center of each black valve to soften the chambers slightly. Re-inflates chambers after clearing the narrow space.	
	Uses foot end pull straps and/ or handles located around the perimeter of the EMS Evacuation HJ to pull patient to the nearest stairwell, and positions EMS Evacuation HJ so patient can be taken down the stairs feet first.	
	Informs patient that the top two chambers will be deflated.	
	Fully deflates chambers 3 and 4 by SLOWLY opening red deflate valve (or Universal Valve) #4 first, and when completely empty, repeating the same procedure on red deflate valve (or universal valve) #3. <u>Valves must not be released at the same time.</u>	
5.	<b>Demonstrates ability to transport patient down stairwell on the EMS Evacuation HoverJack. (3-person team, minimum)</b>	
	Ensures evacuation path is clear of obstacles or sharp edges.	
	Positions two caregivers at head end and one caregiver at the foot end. Ensures that stronger caregivers are located at head end.	
	Caregivers grasp appropriate head or foot end pull straps and/ or perimeter handles. Ensures no one is attempting to use patient safety straps to move EMS Evacuation HJ.	

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5. <i>Cont.</i>	Foot end caregiver pulls foot end pull straps to initiate movement down stairwell while head end caregivers hold head end straps to control descent.	
	If necessary, foot end caregiver may use upper thigh to brace EMS Evacuation HJ and further control descent.	
	Ensures patient remains centered on EMS Evacuation HJ and that patient's head does not slump forward and restrict breathing during evacuation.	
	Once at ground level, moves the patient to safety.	
6.	<b>Demonstrates ability to clean and return EMS Evacuation HJ to designated storage area.</b>	
	Applies facility's cleaning solution to the inflated Evacuation HoverJack mattress & air supply surfaces & lets air dry.	
	Opens all 4 red deflation valves (or Universal Valve) starting at the top valve (#4, furthest from the floor) to completely deflate all chambers.	
	Works from the head section downward in folding the EMS Evacuation HJ to exhaust any excess air in the chambers.	
	Recaps the 4 red deflate valves or tightly close the 4 Universal Valves.	
	Returns EMS Evacuation HJ and air supply to assigned storage location.	

The above skills have been successfully demonstrated:	<b>I agree with the Validator that I have successfully performed the above skills:</b>
	<b>X</b>
Validator (signature above)	<b>Orientee/Employee (signature above)</b>