

## Safe Patient Handling Equipment: HoverJack®

### SKILLS CHECKLIST

|                      |                    |
|----------------------|--------------------|
| Equipment: HoverJack | Name (print):      |
|                      | Date:              |
| Validator (print):   | Patient Care Unit: |

|    | <i>Performance Criteria</i>   | <i>Validator Initials</i> |
|----|---|---------------------------|
| 1. | <b>Demonstrates ability to properly orient/prepare HoverJack &amp; HoverMatt mattresses for use.</b>  |                           |
|    | Assures that the deflated HoverJack is placed on the floor with Valve #1 against the floor.   |                           |
|    | Assures that the deflated HoverMatt is properly applied to the topside of the deflated HoverJack.   |                           |
|    | Assures that HoverMatt and HoverJack are in correct orientation as indicated by the head and foot indicators on each.   |                           |
|    | 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.  |                           |
|    | Log-rolls patient to install HoverJack & HoverMatt mattresses under patient <b>(2-person team, minimum)</b> .   |                           |
|    | Centers patient on mattresses, supporting head on mattresses as necessary.  |                           |
|    | Secures HoverMatt patient straps loosely around patient.  |                           |
| 2. | <b>Demonstrates ability to safely inflate HoverJack mattress using air supply (2-person team, minimum)</b>  |                           |
|    | Assures proper positioning of caretakers: one person is at side of mattresses, lightly holding the mattresses upper corners away from the patient's head during mattress inflation; one person (Inflator) is at the foot-end of the mattresses prepared to use the Air Supply to inflate the HoverJack. |                           |
|    | Inflator plugs air supply cord into wall outlet prior to attaching the air supply hose to the HoverJack mattress.   |                           |
|    | One caretaker verbally prepares patient for sound & sensation of HoverJack mattress inflation.  |                           |
|    | 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 white/clear valves (e.g., patient is going to stay on the HoverJack for an extended period) and demonstrates capping white/clear valves. (Not applicable for HoverJacks with Universal Valves)   |                           |
|    | Secures HoverJack patient safety straps around patient.   |                           |

|    | <i>Performance Criteria</i>   | <i>Validator Initials</i> |
|----|---|---------------------------|
| 3. | <b>Demonstrates ability to safely transfer patient off the HoverJack mattress utilizing the HoverMatt mattress in place under the patient (2-person transfer team, minimum)</b>   |                           |
|    | Locks wheels of the receiving bed/stretcher before moving patient.  |                           |
|    | Lowers stretcher/bedrails to avoid interference with inflation.   |                           |
|    | Positions HoverJack as close as possible to bed/stretcher.  |                           |
|    | Unfastens HoverJack patient safety straps over patient and ensures they are out of the way for safe transfer. HoverMatt patient strap remains attached for transfer.  |                           |
|    | Demonstrates use of a slide board as a transfer bridge if more than a 6-inch gap exists between transfer surfaces.  |                           |
|    | Verbally prepares patient for sound & sensation of HoverMatt mattress inflation.  |                           |
|    | Inflates the HoverMatt mattress. Ensures that the HoverMatt is evenly surrounding the patient, and that the patient is not left attended while the HoverMatt is inflated.   |                           |
|    | After full inflation, caregiver initiates transfer by pushing the HoverMatt onto the receiving surface by angling either the HoverMatt's head or foot section first towards receiving caregiver. Receiving caregiver maintains an upright stance and receives the patient by grasping the handles when they are within reach. |                           |
|    | Following transfer, centers patient on receiving surface before deflating HoverMatt, then deflates HoverMatt.   |                           |
|    | Raises side rails of receiving bed/stretcher, leaving deflated HoverMatt in place.  |                           |
| 4. | <b>Demonstrates ability to deflate HoverJack mattress, return unit to HoverJack cart &amp; cart to storage location</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 Valves) starting at the top valve (#4, furthest from the floor) to exhaust air from the HoverJack chambers.  |                           |
|    | Works from the head section downward in folding the HoverJack to exhaust any excess air in the chambers.  |                           |
|    | Places cleaned and folded HoverJack in lower HoverJack cart basket.   |                           |
|    | Recaps the 4 red deflation valves <b>OR</b> close the 4 Universal Valves.   |                           |
|    | Secures a clean replacement HoverMatt unit (mattress & air supply) & places it in the top HoverJack cart basket.  |                           |
|    | Returns HoverJack cart with contents to assigned storage location.  |                           |

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