

This guide is intended for ASSTSAS-certified PDSP instructors. It contains all of the information needed to have workers practise methods of movement so that they can obtain their PDSP cards.

# Procedure for Obtaining a PDSP Card

There are two steps in the procedure for obtaining a PDSP card:

## 1 Take the online PDSP theoretical training

Title of theoretical training: Principes pour le déplacement sécuritaire de personnes

You can access the training by clicking on the following link:

<http://asstsas.qc.ca/formations-nos-formations/pdsp-travailleurs>

The training includes 11 modules, including a final test made up of 20 questions. Participants who pass the test receive a preliminary certificate, proving that they have completed the online training.

## 2 Practise safe methods of movement with a certified PDSP instructor

After their online training, participants must practise safe methods of movement in an actual care setting or in a training room with a certified PDSP instructor. To optimize learning, **the time between the date that the online training test is successfully completed (the date of the preliminary certificate) and the start of practical PDSP training must be as short as possible and must not exceed 60 days.**

Participants can return to their online training file for one year. If they do not start practising PDSP within 60 days following their online training, **they must return to their file** to review some or all of the content of the online training and redo the test. Once they pass the test, they will receive another preliminary certificate with the date updated.

# Training Standards for Practising Safe Movement Methods and Obtaining a PDSP Card

The practical component was designed to give you as much leeway as possible and to take into account the establishments' and your participants' needs. You can adjust the procedure accordingly, as long as you abide by the following standards.



## Location

**In a training room, an actual care setting or a combination of both**

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ASSTSAS recommends that the practical training include as many situations in an actual care setting as possible in order to optimize the integration of learning.

You will determine which setting is better suited to each method to be practised, based on the context and participants' needs.



## Number of participants

**Up to 8 per instructor**

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ASSTSAS recommends one-on-one or small-group training to encourage discussion and participation.



## Preliminary certificate (online training)

**Mandatory – Issued 60 days or less before the start of the practical training**

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You must make sure that your participants have their preliminary certificate attesting to the fact that they took the online training and passed the test (Module 10).

You must also make sure that the preliminary certificates are not dated more than 60 days before the start of the practical training.



## Duration

**Variable**

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The time required to cover the compulsory content with eight participants in a training room is seven hours. However, **the time needed to practise safe movement methods can vary** based on the number of participants, the number of methods practised in an actual care setting, how many instructors there are, the participants' skill level, etc.

If the training takes place mostly in an actual care setting, the time required to cover the compulsory content could be spread out over several days.

**Whatever the duration of the training, you must cover all of the compulsory content.**



## Procedure

**Training over the course of one or several days**

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Participants can practise the safe movement methods all on the same day, or the training can be spread out over several days, in which case it must **be completed within four weeks**.

The content can be presented in a different order, except for the "Introduction" and "Review of certain theoretical concepts" sections, which must be seen first. A checklist is available in Appendix C to help you keep track of the content covered.



## Reference materials

### Strongly recommended

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ASSTSAS encourages participants to download and keep the online training posters and memory aids and strongly recommends that instructors provide them with the following reference guides:

- Continuums of Movement
- Friction-reducing Devices
- Ergonomic Principles for Preventing Musculoskeletal Disorders



## Content

See the detailed content in the section *Concepts to Cover and Safe Movement Methods to Practise* (see pages 6 to 13).

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ASSTSAS encourages establishments and instructors to adapt the compulsory content based on participants' needs. For example, you can demonstrate a movement method:

- in a bed in a residence
- on a stretcher with a group of paramedics
- on an operating table in the operating room

You are responsible for familiarizing yourself with local equipment and protocols as needed.

You can also add additional content, for example:

- PDSP during an emergency evacuation
- specific content for caregivers in specialized settings (e.g., home care, radiology, operating room)
- the use of specialized equipment or equipment specific to a given setting



## Compulsory equipment

See Appendix A for the list of all the materials required.

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Participants must practise using the compulsory equipment, either in a training room or an actual care setting, in addition to the equipment used in the establishment where the training takes place, if applicable.

ASSTSAS encourages instructors to use a variety of equipment in order to make participants aware of its existence.

**The establishment is responsible for making sure that all new employees are trained to use the equipment required for their job.**



### IMPORTANT

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You are responsible for making sure you have the necessary equipment so that participants can practise movement methods.

Audits will take place as part of the [quality control](#) process and could lead to decertification of instructors who do not abide by the training standards.

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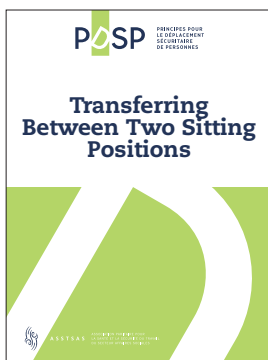
# Concepts to Cover and Safe Movement Methods to Practise

The table below lists all of the content to cover and the methods to practise in order to issue a PDSP card. It is organized in the same way as the practical PDSP PowerPoint presentation available on ASSTSAS's website at <http://asstsas.qc.ca/dossiers-thematiques/outils-du-moniteur-pdsp>.

The duration of each section is based on the amount of time required to cover all the compulsory content with a group of eight participants in a training room. It does not take optional content into account.


For practice in an actual care setting, see Appendix C.

		Compulsory content	
▶ <b>Welcome</b>	15 minutes	<b>Concepts to cover</b>	<b>Methods to practise</b>
Introduction of Participants			
Presentation of the objectives and plan of the practical training			
▶ <b>Review of Online Training</b>	30 minutes	<b>Concepts to cover</b>	<b>Methods to practise</b>
Fundamental Principles (see Appendix B)			
Global Approach to the Work Situation			
Type of Assistance Provided by the Caregiver			
Continuum of Personal Assistance			
Procedure for Safe Care Here and now			
Verification a Person's Abilities Here and now			
Preparation and Communication			
Posture			
Hold			
Movement			
Procedure for Safe Care Prescription for Care			



# Transferring Between Two Sitting Positions

## Compulsory content

<b>Continuum of Movement: Standing Up-Pivoting-Sitting Down</b>	90 minutes	<b>Concepts to cover</b>	<b>Methods to practise</b>
The person stands up-pivots-sits down using natural movements, instructions, tips and tricks			
The person stands up-pivots-sits down using equipment to maximize their abilities			
The caregiver helps the person stand up-pivot- sit down by providing light physical assistance <ul style="list-style-type: none"> <li>• Using lateral weight transfer</li> </ul>			
<ul style="list-style-type: none"> <li>• Using forward-backward weight transfer</li> </ul>			
<ul style="list-style-type: none"> <li>• Using a non-powered sit-to-stand lift</li> </ul>			
<ul style="list-style-type: none"> <li>• Sitting on a rolling stool</li> </ul>			
The caregiver helps the person stand up-pivot-sit down using mechanical equipment <ul style="list-style-type: none"> <li>• Using a powered sit-to-stand lift</li> </ul>			
<ul style="list-style-type: none"> <li>• Using a lift and an appropriate sling</li> </ul>			



### WARNING

You are responsible for making sure you have the necessary equipment so that participants can practise the compulsory movement methods.

You should still present non-compulsory equipment (using photos or videos) even if the participants do not have to practise using it.

Audits will take place as part of the [quality control](#) process and could lead to decertification of instructors who do not abide by the training standards.

**Compulsory content**

<p>▶ <b>Continuum of Movement: Moving up in a Sitting Position</b></p>	<p>15 minutes</p>	<p><b>Concepts to cover</b></p>	<p><b>Methods to practise</b></p>
<p>Equipment to prevent a person from sliding down when in a sitting position</p>			
<p>The person moves up in a sitting position using natural movements, instructions, tips and tricks</p>			
<p>The person moves up in a sitting position using equipment to maximize their abilities</p>			
<p>The caregiver helps the person move up in a sitting position using light physical assistance</p> <ul style="list-style-type: none"> <li>• Using methods and equipment for standing up-pivoting-sitting down</li> </ul>			
<ul style="list-style-type: none"> <li>• From behind using forward-backward weight transfer or counterweight transfer</li> </ul>			
<p>The caregiver moves the person up in a sitting position using mechanical equipment</p> <ul style="list-style-type: none"> <li>• Using a powered sit-to-stand lift or a lift</li> </ul>			
<p>▶ <b>Continuum of Movement: Transferring Without Transitioning to a Standing Position</b></p>	<p><b>Concepts to cover</b></p>	<p><b>Methods to practise</b></p>	
<p>The person transfers without transitioning to a standing position using natural movements, instructions, tips and tricks</p>			
<p>The person transfers on their own without transitioning to a standing position using equipment to maximize their abilities</p>			
<p>The caregiver helps the person transfer without transitioning to a standing position</p> <ul style="list-style-type: none"> <li>• Using forward-backward weight transfer</li> </ul>			
<p>▶ <b>Integration Exercise</b></p>	<p>15 minutes</p>	<p><b>Concepts to cover</b></p>	<p><b>Methods to practise</b></p>
<p>Role-playing exercise or simulation exercise</p>			



**Moving on a Surface**

# Moving on a Surface

**Compulsory content**

▶ <b>Continuum of Movement: Moving up While Lying Down</b>	30 minutes	<b>Concepts to cover</b>	<b>Methods to practise</b>
The person moves up to the head of the bed while lying down using natural movements, instructions, tips and tricks			
The person moves up while lying down using equipment to maximize their abilities			
The caregiver helps the person move up while lying down by providing light physical assistance			
<ul style="list-style-type: none"> <li>• At the side using forward-backward weight transfer</li> </ul>			
<ul style="list-style-type: none"> <li>• At the side using counterweight transfer with one knee on the bed</li> </ul>			
<ul style="list-style-type: none"> <li>• At the head</li> </ul>			
The caregiver helps the person move up while lying down using mechanical equipment			
▶ <b>Continuum of Movement: Moving Laterally</b>	30 minutes	<b>Concepts to cover</b>	<b>Methods to practise</b>
The person moves laterally using natural movements, instructions, tips and tricks			
The person moves laterally using equipment to maximize their abilities			
The caregiver helps the person move laterally using light physical assistance			
The caregiver moves the person laterally using mechanical equipment			

**Compulsory content**

▶ <b>Continuum of Movement: Turning</b>	30 minutes	<b>Concepts to cover</b>	<b>Methods to practise</b>
The person turns using natural movements, instructions, tips and tricks			
The person turns using equipment to maximize their abilities			
The caregiver helps the person turn using light physical assistance			
• Turning the person to the opposite side			
• Turning the person toward the caregiver			
Variation with two caregivers			
The caregiver turns the person using mechanical equipment			
▶ <b>Continuum of Movement: Sitting up and Swinging Legs Out</b>	15 minutes	<b>Concepts to cover</b>	<b>Methods to practise</b>
The person sits up and swings their legs out using natural movements, instructions, tips and tricks			
The person sits up and swings their legs out using equipment to maximize their abilities			
The caregiver helps the person sit up and swing their legs out using light physical assistance			
• At the side			
• At the foot			
▶ <b>Continuum of Movement: Lying Down and Swinging Legs in</b>	15 minutes	<b>Concepts to cover</b>	<b>Methods to practise</b>
The person lies down and swings their legs in using natural movement, instructions, tips and tricks			
The person lies down facing the mattress and swings their legs in using natural movements			
The person lies down and swings their legs in using equipment to maximize their abilities			
The caregiver helps the person swing their legs in			
▶ <b>Integration Exercise</b>	15 minutes	<b>Concepts to cover</b>	<b>Methods to practise</b>
Simulation			

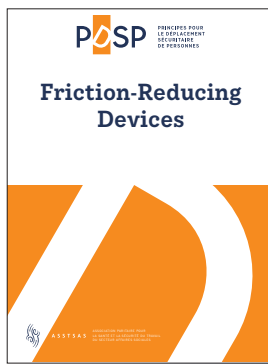




# Movements on the Ground

## Compulsory content

▶ Continuum of Movement: Walking		15 minutes	Concepts to cover	Methods to practise
The person walks using natural movements, instructions, tips and tricks				
The person walks with equipment to maximize their abilities and reduce the risk of falls				
The caregiver helps the person walk using light physical assistance				
The caregiver has the person walk using mechanical equipment				
The caregiver assists a person who is falling				
▶ Continuum of Movement: Getting up From the Floor		15 minutes	Concepts to cover	Methods to practise
The person gets up from the floor using natural movements, instructions, tips and tricks				
The person gets up from the floor using equipment to maximize their abilities				
The caregiver helps lift the person off the floor using mechanical equipment				
<ul style="list-style-type: none"> <li>Using a lift and an appropriate sling</li> <li>Using specialized equipment</li> </ul>				
▶ Continuum of Movement: Going up and Down Stairs			Concepts to cover	Methods to practise
The person goes up and down stairs using natural movements, instructions, tips and tricks				
<ul style="list-style-type: none"> <li>Going up stairs</li> <li>Going down stairs</li> </ul>				
The caregiver helps the person go up and down stairs				

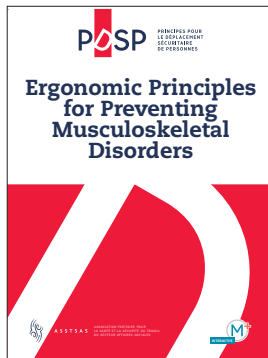


# Friction-Reducing Devices

**Compulsory content**

▶ Friction-Reducing Devices	*	Concepts to cover	Methods to practise
Practising with Different Devices			

\* Content covered in the continuums of movement



# Ergonomic Principles for Preventing Musculoskeletal Disorders

**Compulsory content**

▶ Ergonomic Principles for Preventing Musculoskeletal Disorders	60 minutes	Concepts to cover	Methods to practise
Application of ergonomic principles during care			

# Appendix A

## List of Materials Required to Practise Safe Movement Methods

### Compulsory training materials:

- Posters and reference guides
- PDSP instructor's guide
- Reference guides
  - Transferring between two sitting positions
  - Moving on a surface
  - Friction-reducing devices
  - Movements on the ground
  - Ergonomic principles for preventing musculoskeletal disorders

### Functional compulsory equipment in good condition:

- At least one wheelchair with footrests and armrests
- At least one mobile floor lift or ceiling lift
- At least two different models of lift slings
- As much equipment to maximize the person's abilities (e.g., cushion, small stool, gait belt, extension, grab bar) as possible
- Equipment to prevent a person from sliding down when in a sitting position (optional)
- At least one electric bed or stretcher for every four participants
- Bedding
- Friction-reducing devices (e.g., fitted sheet with a friction-reducing centre panel, slide tube)

### Strongly recommended optional equipment:

- Elastic band (130 lbs or more) for the counterweight integration exercise
- Rolling stool
- Non-powered sit-to-stand lift
- Powered sit-to-stand lift and belt

### If a training room is used:

- Computer and projector
- PowerPoint presentation available on ASSTSAS's website at <http://asstsas.qc.ca/dossiers-thematiques/outils-du-moniteur-pdsp>
- Internet access (asset)
- Whiteboard or easel with flip chart and coloured markers (optional)
- Enough tables and chairs for the participants
- Free space to practise movement methods

**Access to a bathroom or bathroom laboratory (for homecare workers), including:**

- a home bathtub (floor mounted)
- a bath transfer bench
- a toilet
- a sink
- towels and face cloths
- a rolling commode chair



**WARNING**

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Audits will take place as part of the [quality control](#) process and could lead to decertification of instructors who do not abide by the training standards.

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