Name of Policy:	**Wheelchair Transport**	THE UNIVERSITY OF **TOLEDO** 1872
Policy Number:	3364-103-VS-16	
Department:	Department of Service Excellence Volunteer Services	
Approving Officer:	Chief Experience Officer	
Responsible Agent:	Service Excellence Operations Manager	**Effective Date:** 10-7-2019
Scope:	UTMC Volunteers	Initial Effective Date: 3/2/1995

_____	New policy proposal	_____	Minor/technical revision of existing policy
_____	Major revision of existing policy	**X**	Reaffirmation of existing policy

(A)   Policy Statement

Volunteers assigned as Hospital Lobby Ambassadors, Escorts, or to the Transport Department may regularly or occasionally transport patients by wheelchair and must have instructions on approved techniques.

(B)   Purpose of Policy

To protect patients and safeguard volunteers from jeopardy, Volunteers should refuse to transport a patient on a stretcher, with an external appliance, or one who is seemly very ill or excessively obese.

Volunteers have provided escort by wheelchair for many years and in many hospital areas. Adequate training for this service is required.

(C)   Procedure

Insure that instruction in wheelchair techniques is provided for volunteers by transport management or Volunteer Service office staff. Documentation of this training will be placed in the volunteers file.

Advise departments using volunteer escorts that volunteers should not be asked to transport very sick patients, excessively obese or large patients, or those with external appliances. Ask departments to provide additional wheelchair instructions if needed.

Reinforce with volunteers that they should refuse to transport a patient on a stretcher, with an external appliance (IV or oxygen), one who is very ill, or in their judgment, excessively obese (over 300 lbs.).

Approved by: /s/ _____ _____ Mario Toussaint Date Chief Experience Officer *Review/Revision Completed By:* *Amy Finkbeiner*	**Review/Revision Date:** 4/98 8/01 3/04 3/05 7/30/2008 8-20-2011 9-18-2015 10-7-2019
	Next Review Date: 10-7-2022

Policies Superseded by This Policy: VS016

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.