

MAXABILITIES OF YORK COUNTY

PROCEDURE TITLE: Medical: Hoyer Lift Operation

APPLICABILITY: MaxAbilities Staff

EFFECTIVE DATE: November 28, 2025

PROCEDURE REVISION: New Procedure

PROCEDURE PURPOSE:

This procedure establishes the protocol that staff members are to adhere to in the event a consumer needs mechanical movement assistance via use of a Hoyer lift.

STAFF CONSIDERATIONS PRIOR TO HOYER LIFT USE:

- Resident Assessment is necessary to determine health conditions and needs prior to using the lift.
- Hoyer lifts are only used for individuals who have a medical order for the lift to be used.
- Adequate staffing is available to use the Hoyer Lift. Two staff members, trained in Hoyer lift use, are required for safety.
- Clear communication with the individual being supported is needed to explain what will happen during the transfer process. The more comfortable the individual is with what steps are being taken during the transfer, the more comfortable and cooperative they will be during the transfer.
- An equipment check must be completed to verify the lift and sling are in operable condition prior to each use. If there is concern with the equipment, the manager of the program must be notified prior to lift use to determine next steps.

TRANSFERS WITH A HOYER LIFT:

- Transfers from bed to chair:
 1. Place chair the individual will be sitting in by the bed. Lock the wheels
 2. Adjust the bed to a comfortable height if the bed is adjustable
 3. Lock the bed if that feature is available
 4. Place individual on the sling/mat as follows:
 - Roll individual to one side and place half of the sling under the individual from shoulders to mid- thigh
 - Roll individual to the other side and finish pulling the sling/mat under consumer
 5. Roll base of Hoyer lift under side of bed closest to the chair to be transferred to with the boom centered on individual's trunk. Lock lift wheels.
 6. Using base-adjustment lever, widen the stance of the base.

7. Raise and then push jack handle in toward mast, lowering boom.
 8. Place the strap or chain hooks through the holes of the sling/mat (hooks of short straps go into holes behind back and hooks of long straps into holes on the opposite end), making certain that hooks are not impacting the individual's skin.
 9. Instruct individual to fold arms across chest
 10. Using jack handle, pump jack enough for sling/ mat to clear the bed by six (6) inches and tighten release valve.
 11. Be sure the individual's head is supported throughout the procedure.
 12. Unlock wheels and pull the Hoyer lift straight back and away from the bed, support individual's legs throughout procedure.
 13. Move toward the chair with open end of lift's base straddling the chair, continue until individual's back is almost flush with the back of the chair.
 14. Lock wheels of lift
 15. Slowly lift jack handle and lower individual into chair until hooks are slightly loosened from sling/mat. Guide individual into chair with your hands as sling/mat lowers.
 16. Remove sling/mat if possible
 17. Ensure the individual is comfortable following the transfer
- Transfers from chair to bed:
 1. Lock wheels on the chair.
 2. Place sling/mat under consumer.
 3. Widen base of Hoyer lift and move to straddle chair. Be careful that the swivel bar doesn't impact the individual. Lock the wheels of the Hoyer once in place.
 4. Lower boom.
 5. Place the strap or chain hooks through the holes of the sling/mat.
 6. Instruct the individual to fold arms across chest.
 7. Using the jack handle, pump jack enough for the sling/mat to clear the seat of the chair by approximately six (6) inches and tighten release valve.
 8. Remember to support the individual's head and legs throughout the lift.
 9. Unlock the wheels and pull the Hoyer lift straight back from the chair.
 10. Jack the lift enough for the sling/mat to clear the mattress by approximately six (6) inches.
 11. Push the lift base under the bed until the individual is positioned over where they will be lying. Lock the wheels of the lift.
 12. Lower the individual onto the bed.
 13. Release the hooks.
 14. Unlock the wheels of the lift and move it out of the way.
 15. Using the sling/mat, position the individual comfortably in the bed.
 16. Roll the consumer to one side and fold the sling/mat under the consumer.
 17. Roll the consumer to the other side and remove the sling/mat.
 18. Ensure the individual is comfortable following the transfer.

HOYER LIFT MAINTENANCE:

Proper cleaning and maintenance of the Hoyer lift and attachments will ensure safety and sanitation for the user and will extend the life of the equipment. It is understood that attachments such as slings/mats are individual use and not to be shared. Any damaged or worn slings/mats should be replaced and the worn items discarded per agency property disposition protocols.

- Cleaning:
 1. Use an agency approved sanitizer to wipe down lift surfaces daily. At this time inspect the lift for any mechanical concerns.
 2. Washing Slings/Mats: Machine wash in warm water using a mild detergent. Do not bleach or dry clean.
 3. Drying: Tumble dry on a low setting or air dry. Do not iron or steam.
- Battery (for powered lifts):
 1. A charged Hoyer lift is essential for smooth and safe transfers. The battery capacity should be checked periodically throughout the shift.
 2. A low battery can cause the lift to malfunction, leading to jerky movements or sudden stops, which can cause accidents.
 3. If there is a concern about the battery, contact the program manager or an agency maintenance technician for assistance.
- Mechanical Maintenance:
 1. As part of the daily equipment checklist, the Hoyer lift should be checked to ensure all connections are secure and the equipment is safe to operate. Any concerns should be forwarded to the program manager and/or an agency maintenance technician for follow up. The equipment should not be used until it has been checked.
 2. A written back up plan for manual transfers or accessing another device should be in place in all programs that utilize Hoyer lifts.

SHIFT RESPONSIBILITIES:

- At the beginning of the shift, check all equipment to verify it is in operable condition.
- At the end of each shift, ensure all Hoyer lifts are plugged in and charging.

PREREQUISITE TRAINING:

- During pre-service Orientation, all Direct Support Professional (DSP) staff will be trained in the use of the Hoyer lift.
- Upon assignment to a program supporting an individual that requires the use of a Hoyer lift, one-on-one training will be completed by a staff trained to instruct in the safe use of a Hoyer lift and a skills checklist (*Attachment A*) completed prior to Hoyer lift operation.
- House Managers will receive instruction by a nurse during their OJT evaluation, and a trainer checklist will be retained as part of their training record. (*Attachment B*)

ORIENTATION TRAINING:

Orientation training will include but is not limited to:

- Hoyer Lift Safety- Two person assist
- General Use of the Hoyer lift including use of the lift, positioning of the sling/mat, raising lowering individuals, sling/mat removal
- Individual specific considerations such as the need for a Hoyer lift, communication throughout the process, comfort measures
- Equipment management needs to include cleaning, lift evaluation for repair, battery use/charging.
- Who to contact for maintenance needs related to the Hoyer lift