



# Advancing to Advanced Membership

National Back Exchange

# 1 REGISTER

Registration signifies the start of your journey. Submit the Advanced Membership registration. Opt for a mentor to support you through your journey.



# 2 SELECT

Select your criterion modules. Choose six from criterion 1-9. Core criterion 10 is mandatory.



# 3 BUILD

Build your portfolio of evidence. Evidence 30 hours of activity for each criterion module.



# 4 SUBMIT

Submit your completed portfolio. Your portfolio is reviewed by a panel of Advanced Members.



# 5 ACHIEVE

Celebrate. Acheiving Advanced Membership elevates your status as a moving and handling practitioner and allows access to advanced member benefits.



May 2024 version

**Advanced Membership Standard Operating Procedure and Portfolio Submission Form**

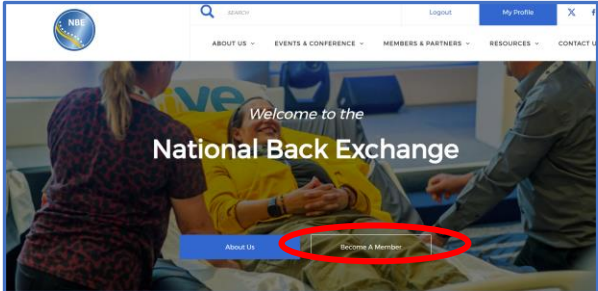
**National Back Exchange**

**Responsible Person**  
Sarah Thornton

**Authors**  
Ali Roper, Membership Director  
Rosie Beckford, Association Coordinator

National Back Exchange  
Advanced Member Standard Operating Procedure Page 1 of 18 Version 2, May 2024

- Have to be a current NBE member to apply for Advanced Membership
- No extra charge



**NBE Advanced Membership**

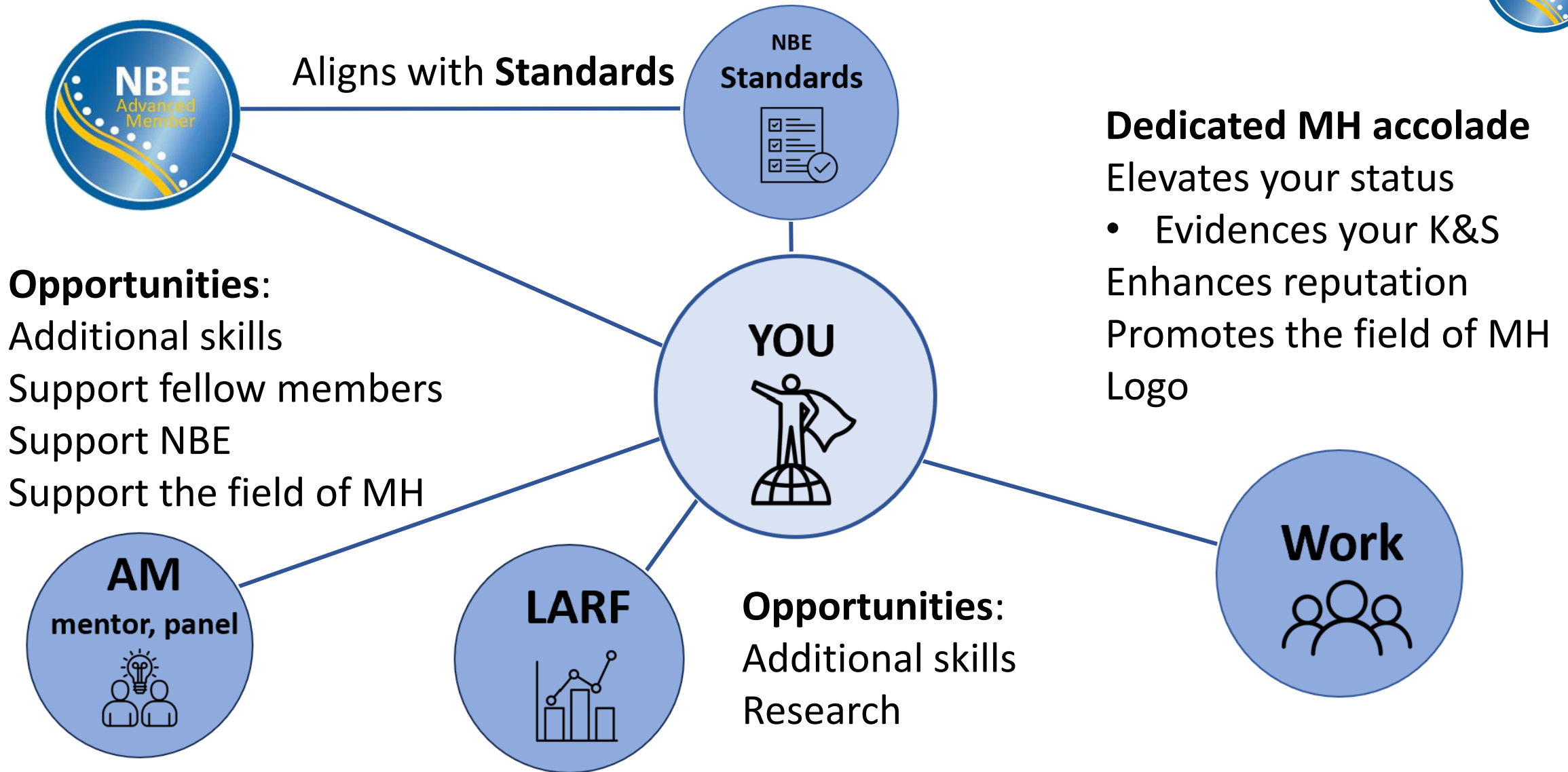
This membership is for individuals only

Please note that Advanced membership applicants must have an active NBE membership to be eligible to apply. You will not be charged to apply for Advanced membership. Your current NBE membership will be transferred if your application is successful. Advanced membership renewal is £60 per year.

GBP 60 / 12 months

**Become a member**

# Benefits



# 1. Registration



## **Complete Registration form**

- Opportunity to have a mentor

## **The mentor's role is to:**



- Be a critical friend
- Provide support and encouragement and guidance
- Listen – act as a sounding board



- Provide information, knowledge and honest feedback
- Offer different perspectives



- Encourage self reflection
- Build your confidence.

## 2. Select - Criterion



1. Behavioral Sciences
2. Biological Sciences
3. Biomechanics and Ergonomics
4. Health Policy and Practice Issues
5. Legal and Professional responsibilities
6. Management of Change
7. Principles of Health Promotion and Education
8. Principles of Research and Evaluation
9. Risk Management
- 10. Practical Moving and Handling (core criterion)**

**Choose six from 1-9  
AND  
core criterion 10**

# 3. Build Portfolio



## Portfolio

### The portfolio must:

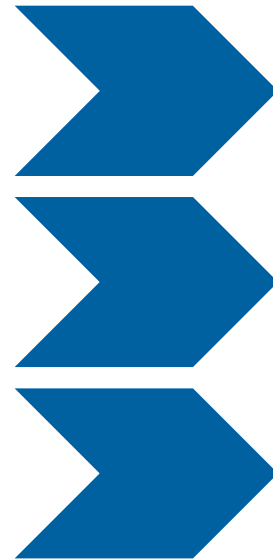
- Demonstrate a breadth and depth of evidence

## Criterion

### Each criterion must:

- Demonstrate 30hrs of activity
- Have a minimum of three primary evidence items

Evidence item



## Each evidence item must:

- Be dated within 3 years of submission
- Not be duplicated (one evidence item - one criterion)
- Be anonymised
- Contain:
  - Name of applicant
  - Designation
  - Date of evidence item
- Have descriptive name and ref. no.



# Evidence Item - types



## **Primary**

The main evidence



## **Supporting**

Supports the main evidence to provide context or demonstrate activity hours

# Evidence Item - types



## Primary evidence includes:

### **Learning and development:**

**Activity:** training, conference sessions, webinars etc. Read articles, research papers etc. Local group activities etc.

**Evidence:** reflective accounts, assignments, meeting minutes etc.

### **Assessment:**

**Activity:** risk assessments (person, service, activity), work- based assessment (occupational health) etc. **Evidence:** case studies, reports, records, product reviews etc.

### **Training and education delivery:**

**Activity:** informal, formal, presentations, author, coaching, mentoring. **Evidence:** lesson plans, resources (handbooks, handouts, PowerPoint), videos, eLearning, published articles, written information, instruction, handling plans etc.

### **Reports:**

**Activity:** research, project, evaluation, pilots, audits, implementing change, service review, safeguarding, accident/incident investigation etc. **Evidence:** reports, case studies, reflective accounts, data, testimonials etc.

### **Other:**

**Activity:** communications. **Evidence:** meeting minutes, email threads, testimonials etc.

# Evidence Item - types



## Supporting evidence includes:

### Examples:

To demonstrate things like:

- Activity hours
- Attendance
- Specific role in a project

### **Training schedule:**

To demonstrate activity hours (how many sessions you trained) – may support a lesson plan

### **Certificate of Attendance or PowerPoint Presentation (Conference session, training, webinar etc.):**

To demonstrate attendance or your interaction, learning, using skills etc. – may support a reflective account

### **An explanation:**

To describe your role in the activity – may support a group project, joint work, joint training etc.

# Preparing Evidence Items



## Each evidence item should:

- Be given an evidence item a number (EI. No) – such as, items for criterion 3 would be *3a, 3b, 3c etc.*
- Be saved with a descriptive title and the EI. No – such as *3b Falls Recovery Device Evaluation, 10a Lesson Plan, 3c Biomechanics Training Module, etc.*
- Contain the date of the evidence/activity, name and designation of applicant – such as author, assessor, trainer etc. – such as *Paddington Bear, author, 22.3.24.*
- Where necessary, highlight pertinent areas of the evidence i.e., a module in a lesson plan, the elements you did in joint work.

# Contents Spreadsheet



**The Contents spreadsheet serves three purposes:**



Planning tool



Portfolio navigation



Administration

# Contents Spreadsheet



## Planning tool

Provides a visual of the range of current evidence  
Highlights where evidence gaps are  
Highlights the breadth and depth of evidence  
Avoids duplication of evidence



Portfolio navigation



Administration

# Contents Spreadsheet



## Portfolio navigation

Creates a 'map' of your portfolio

Enable easy navigation for the Review Panel

For context, add a brief explanation of what the evidence item is, and what it evidences.



Administration



Planning tool

# Contents Spreadsheet



## Administration

Used to record decisions and comments by the Review Panel members.

Once Advanced Membership is achieved, your portfolio will be removed from the NBE drive. The Content spreadsheet will be retained for our records.





# Context Spreadsheet



Think: If you were reviewing your portfolio:

*Would you understand it?*

*Would you know what you mean?*

## Advanced Member Portfolio Contents

Name of Applicant:

Area of Work (i.e., NHS, Social Care, Education etc):

Date of Submission:

CRITERION	EVIDENCE Primary (P) Supporting (S)	EVIDENCE ITEM REF NO	EVIDENCE ITEM TITLE	DESCRIPTION/CONTEXT	ACTIVITY HOURS

# Example



CRITERION	EVIDENCE Primary (P) Supporting (S)	EVIDENCE ITEM REF NO	EVIDENCE ITEM TITLE	DESCRIPTION/CONTEXT	HOURS
<b>10. Practical Moving and Handling</b>	P	10a	Lesson Plan - practical module	This lesson plan describes in detail the practical element of refresher training for support workers in a residential care setting. The activity hours account for 3.5 hours per session, plus 30 mins preparations and admin time. Total of 4 hours per session.	>30
	S	10b	Training Schedule - practical module	This training schedule supports evidence item No. 10a. It details the dates on which I trained the residential support workers training to evidence the activity hours.	x
	P	10c	Risk Assessment 1	This risk assessment demonstrates my assessment of a person, the introduction of equipment and informal training of support workers and family to implement the new system of work.	4
	P	10d	Lesson Plan - bespoke falls recovery training	This lesson plan describes the bespoke training I designed and delivered to a Leisure Services walking support group. The activity hours account for the time taken to design, deliver and administrate the session.	12
	S	10c	Email thread	This email thread supports evidence item No. 10d. It describes how the design and context were informed, including the training needs of the participants and what equipment was included and trained. It also details the dates on which I delivered the training to evidence the activity hours.	x

CRITERION	EVIDENCE Primary (P) Supporting (S)	EVIDENCE ITEM REF NO	EVIDENCE ITEM TITLE
<b>10. Practical Moving and Handling</b>	P	10a	Lesson Plan - practical module
	S	10b	Training Schedule - practical module
	P	10c	Risk Assessment 1
	P	10d	Lesson Plan - bespoke falls recovery training
	S	10c	Email thread

# Example



CRITERION	EVIDENCE Primary (P) Supporting (S)	EVIDENCE ITEM REF. NO	EVIDENCE ITEM TITLE	DESCRIPTION/CONTEXT	HOURS
10. Practical Moving and Handling	P	10a	Lesson Plan - practical module	This lesson plan describes in detail the practical element of refresher training for support workers in a residential care setting. The activity hours account for 3.5 hours pers session, plus 30 mins preparations and admin time. Total of 4 hours per session.	>30
	S	10b	Training Schedule - practical module	This training schedule supports evidence item No. 10a. It details the dates on which I trained the residential support workers training to evidence the activity hours.	x
	P	10c	Risk Assessment 1	This risk assessment demonstrates my assessment of a person, the introduction of equipment and informal training of support workers and family to implement the new system of work.	4
	P	10d	Lesson Plan - bespoke falls recovery training	This lesson plan describes the bespoke training I designed and delivered to a Leisure Services walking support group. The activity hours account for the time taken to design, deliver and administrate the session.	12
	S	10e	Email thread	This email thread supports evidence item No. 10d. It describes how the design and content were informed, including the training needs of the participants and what equipment was included and trained. It also details the dates on which I delivered the training to evidence the activity hours.	x

Record activity hours for primary evidence items only

EVIDENCE ITEM TITLE	DESCRIPTION/CONTEXT	HOURS
Lesson Plan - practical module	<i>This lesson plan describes in detail the practical element of refresher training for support workers in a residential care setting. The activity hours account for 3.5 hours pers session, plus 30 mins preparations and admin time. Total of 4 hours per session.</i>	>30
Training Schedule - practical module	<i>This training schedule supports evidence item No. 10a. It details the dates on which I trained the residential support workers training to evidence the activity hours.</i>	x
Risk Assessment 1	<i>This risk assessment demonstrates my assessment of a person, the introduction of equipment and informal training of support workers and family to implement the new system of work.</i>	4
Lesson Plan - bespoke falls recovery training	<i>This lesson plan describes the bespoke training I designed and delivered to a Leisure Services walking support group. The activity hours account for the time taken to design, deliver and administrate the session.</i>	12
Email thread	<i>This email thread supports evidence item No. 10d. It describes how the design and content were informed, including the training needs of the participants and what equipment was included and trained. It also details the dates on which I delivered the training to evidence the activity hours.</i>	x

# Planning



1. Create the **contents spreadsheet** first.
2. Record your chosen **criterion**, plus core criterion 10.
3. Create a **folder(s)** where you can copy your evidence into.
4. **Prepare** your evidence as you go - anonymise it, record the date, your name and designation on it, and save it with a descriptive name and the reference number.
5. **Record it** on the contents spreadsheet.

CRITERION	EVIDENCE Primary (P) Supporting (S)	EVIDENCE ITEM REF NO	EVIDENCE ITEM TITLE	DESCRIPTION/CONTEXT	HOURS
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	S	10b	Training Schedule - practical module	<i>This training schedule supports evidence item No. 10a. It details the dates on which I trained the residential support workers training to evidence the activity hours.</i>	x
	P	10c	Risk Assessment 1	<i>This risk assessment demonstrates my assessment of a person, the introduction of equipment and informal training of support workers and family to implement the new system of work.</i>	4
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# 4. Submit



<b>Name of Applicant:</b>	
<b>NBE Membership No:</b>	
<b>Contact Details:</b>	
<ul style="list-style-type: none"> <li>• Email address</li> <li>• Phone Number</li> </ul>	
<b>Submission Date:</b>	

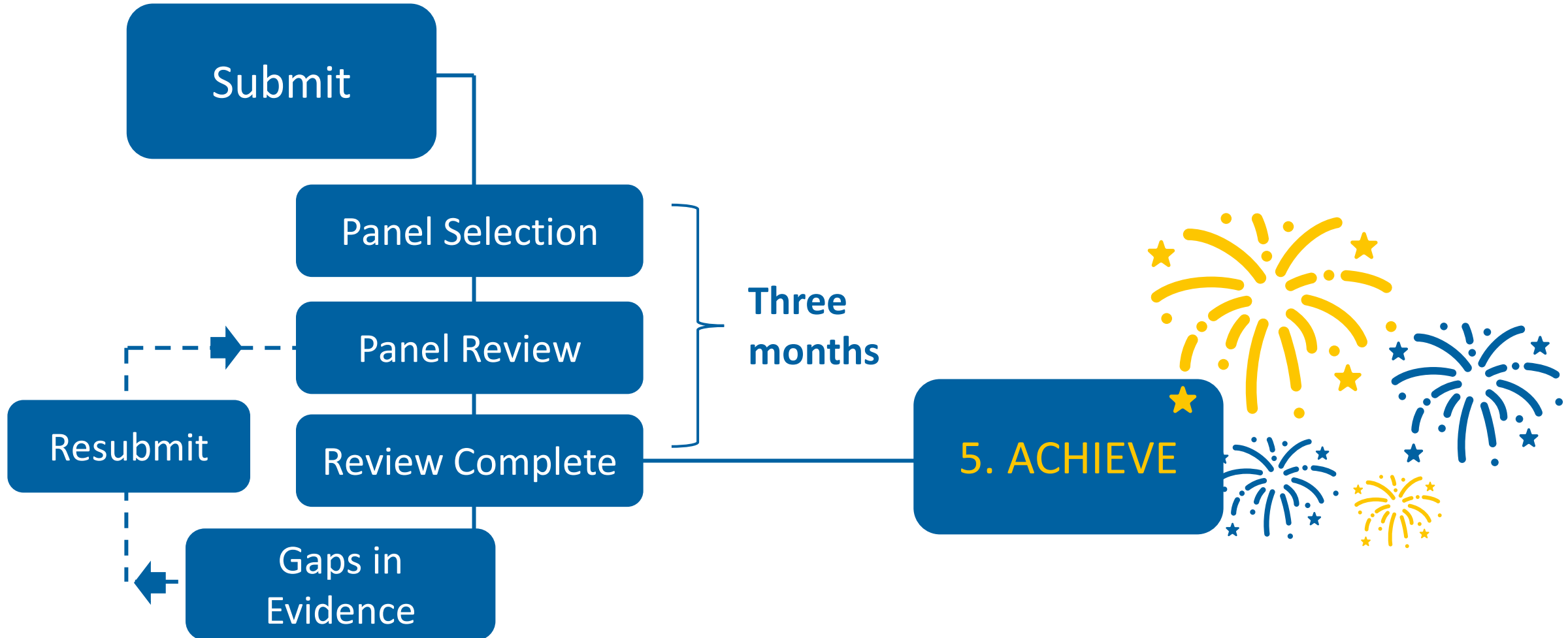
CRITERIA	EMBEDDED EVIDENCE	
Summary of service area, role, and responsibilities		
Contents Spreadsheet		
Criterion 1 Behavioural Sciences (30 hours)	1	
	2	
	3	

Submission form is in Appendix 2 SOP

CRITERIA	EMBEDDED EVIDENCE	
Summary of service area, role, and responsibilities	Brief description (for context)	
Contents Spreadsheet	 NBE%20Advanced%20Member%20PORTFC	
Criterion 1 Behavioural Sciences (30 hours)	1	
	2	
	3	
Criterion 2 Biological Sciences (30 hours)	1	
	2	
	3	
Criterion 3 Biomechanics and Ergonomics	1	 3a Lesson Plan Biomechanics Module  3b Training Schedule

Instructions on how to embed evidence is in Appendix 3 SOP

# Timescale



# Tip - general



- **Constantly think** if I was reviewing my own portfolio...
  - Would I understand it?
  - Would I know what I mean?
- Set a schedule of regular **protected time** to work on your portfolio.
- Set **milestones** to keep up the momentum. Your mentor will help.

# Tip – use your evidence wisely



<b>DAY ONE - am.</b> Theory:	<b>Introduction</b> <b>Legislation into Practise</b> <ul style="list-style-type: none"> <li>• Key legislation.</li> <li>• Legal requirements.</li> </ul> <b>Systems Thinking</b> <ul style="list-style-type: none"> <li>• Group exercise.</li> </ul> <b>System Outcomes</b> – SSoW <ul style="list-style-type: none"> <li>• Method &amp; Performance.</li> <li>• Approaches.</li> <li>• Biomechanical Principles, NMP.</li> </ul>
<b>DAY ONE – pm</b> Practical session:	<b>Problem Solving</b> <ul style="list-style-type: none"> <li>• Associated risks.</li> <li>• What safe, what unsafe looks like.</li> </ul>
<b>DAY TWO – am.</b> Theory:	<b>Recap of Day One</b> <b>Risk Management</b> <ul style="list-style-type: none"> <li>• Risk management strategies.</li> </ul> <b>Risk Assessment</b> <ul style="list-style-type: none"> <li>• Risk assessment process.</li> <li>• Definitions.</li> <li>• Observation.</li> <li>• Types of evidence.</li> </ul> <b>Design SSow</b> <ul style="list-style-type: none"> <li>• Control measures.</li> </ul> <b>Other Types of Risk Assessment</b> <ul style="list-style-type: none"> <li>• POSRA.</li> <li>• Bed side rails.</li> <li>• Falls management.</li> </ul> <b>Info for Day Three</b>
<b>DAY TWO – pm</b>	Group exercise – risk assessment scenario.

A lesson plan may contain several lots of evidence  
 i.e., a single training course may include several modules (topics, sections...).

Criterion 5

Criterion 3

Criterion 10

Criterion 9

Criterion 9 or 10

<b>DAY ONE - am.</b> Theory:	<b>Introduction</b> <b>Legislation into Practise</b> <ul style="list-style-type: none"> <li>• Key legislation.</li> <li>• Legal requirements.</li> </ul> <b>Systems Thinking</b> <ul style="list-style-type: none"> <li>• Group exercise.</li> </ul> <b>System Outcomes</b> – SSoW <ul style="list-style-type: none"> <li>• Method &amp; Performance.</li> <li>• Approaches.</li> <li>• Biomechanical Principles, NMP.</li> </ul>
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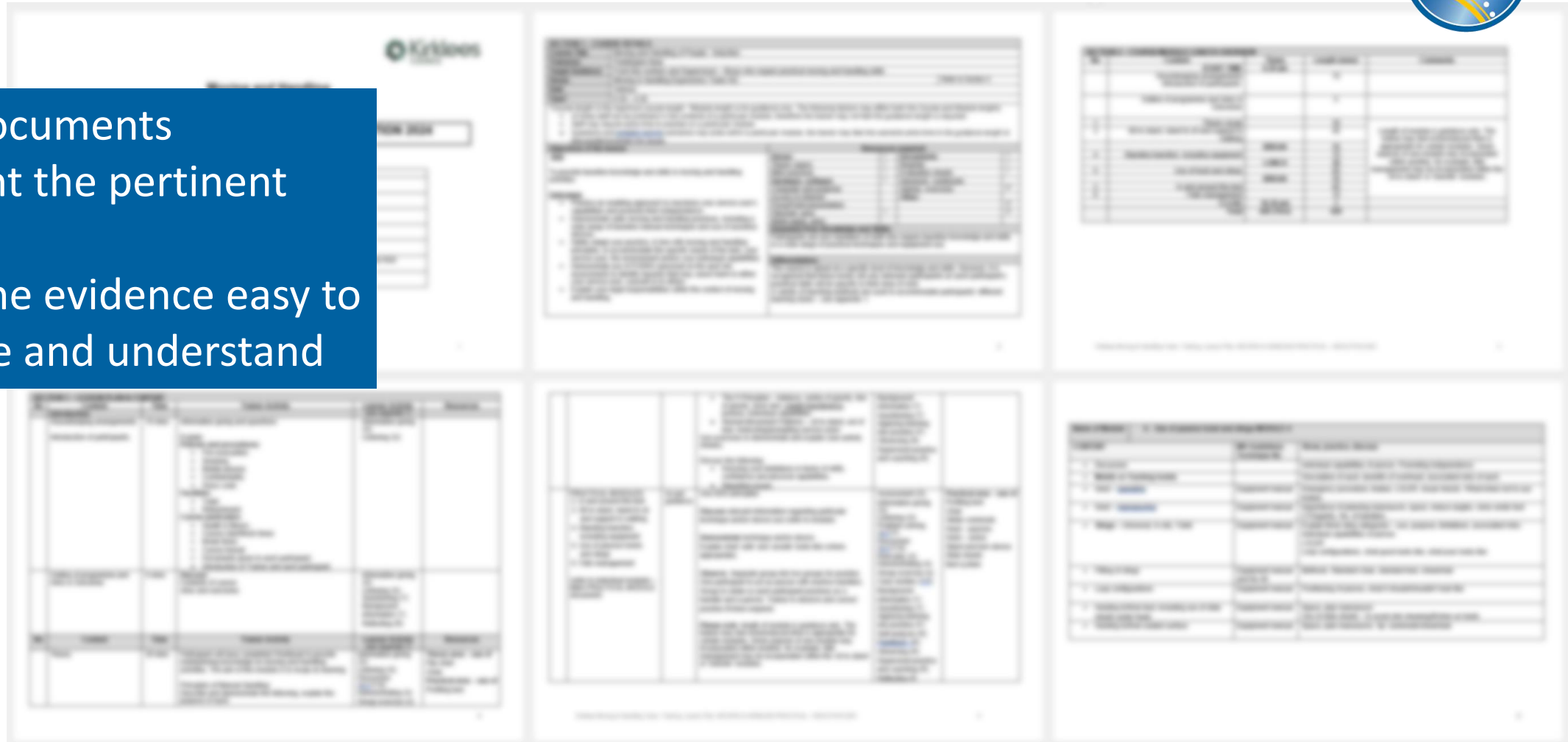


# Tip – highlight the relevant areas (1)



For large documents

- Highlight the pertinent areas
- Make the evidence easy to navigate and understand



*Whereas the contents spreadsheet acts to navigate your portfolio, highlighting acts to navigate your evidence*

# Tip – highlight the relevant areas (2)



Highlight the relevant areas

SECTION 1 – COURSE DETAILS	
Course Title	Moving and Handling of People - Induction
Trainer(s)	Paddington Bear
Target Audience	Front line workers and Supervisors – those who req
Venue	Moving & Handling Ergonomics Team HQ
Date	Various
Time*	9.30 – 4.30

	<b>BREAK</b>	<b>15</b>	of
Standing transfers, including equipment		70	asp
	<b>LUNCH</b>	<b>30</b>	
Use of hoist and slings		90	mana
	<b>BREAK</b>	<b>15</b>	

Name, module, length, content

Name of Module	5. Use of passive hoist and slings		
CONTENT	MH Guidelines Technique No	Show, practice, discuss	
• Discussion		Individual capabilities of person. Promoting independence.	
• <b>Mobile vs Tracking hoists</b>		Description of each, benefits of overhead, associated risks of each.	
• Hoist – operating	Equipment manual	Emergency procedure, brakes, LOLER, visual checks. When/when not to use brakes.	
• Hoist – manoeuvring	Equipment manual	Importance of planning manoeuvre, space, reduce angles, wires under bed CTH/gantry. No. of handlers.	
• <b>Slings – Universal, In situ, Toilet</b>	Equipment manual	Explain three sling categories – use, purpose, limitations, associated risks. Individual capabilities of person. LOLER Loop configurations, what good looks like, what poor looks like	
• Fitting of slings	Equipment manual and No 49	Methods: Standard chair, standard bed, wheelchair	
• Loop configurations	Equipment manual	Positioning of person, what it should/shouldn't look like	
• Hoisting to/from bed, including use of slide sheets under heels	Equipment manual	Space, plan manoeuvre Use of slide sheets – to avoid skin shearing/friction on heels	
• Hoisting to/from seated surface	Equipment manual	Space, plan manoeuvre, 'tip' commode/wheelchair	

PRACTICAL MODULES:	As per guidance
2. In and around the bed	
3. Sit to stand, stand to sit and support in walking	
4. Standing transfers, including equipment	
5. Use of passive hoists and slings	
6. Falls management	

# Tip – highlight the relevant areas (3)



- Keep the document intact (for context).
- Highlight the pertinent areas (if the panel want to read outside the highlighted areas, they can).

Paddington Bear, project lead.

My responsibilities included sourcing project team members with the appropriate skills match, developing the methodology, and analysing the results. The actions I implemented from the review are described in the final paragraph.

## Review of Moving and Handling Service

May 2024

### Background

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

### Statement of Issue

"Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?"

### Methodology

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Results

"At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus. Temporibus autem quibusdam et aut officiis debitis aut rerum necessitatibus saepe eveniet ut et voluptates repudiandae sint et molestiae non recusandae. Itaque earum rerum hic tenetur a sapiente delectus, ut aut reiciendis voluptatibus maiores alias consequatur aut perferendis doloribus asperiores repellat."

### Discussion

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# Tip – think about reader comfort



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Keep your highlighting method consistent across all evidence.

# Tip – less is more!



## If you are writing evidence specifically for your portfolio, don't write war and peace...

- Keep it clear and concise.
- Use headings and bullets for context and clarity

### Reflective Account May 2024

#### What was the event or activity?

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#### What was your learning?

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#### How have you implemented your learning into practice?

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#### What are your future learning needs?

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Reflective Account May 2024	Reflective Account May 2024	Reflective Account May 2024
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# Tip – make the most of meeting minutes



<p> <b>Yorkshire Back Exchange Meeting</b> Tuesday 19th March 2024 GBUK Healthcare Blackwood Hall Business Park Blackwood Hall Selby YO8 5DD</p>  <p><b>Attendees:</b> Vicky Page Chestney (Chair), Vicky Henderson (Vice Chair), John Fletcher (PR and Promotions Officer and All Round good guy and defender of the universe), Sarah Morris (Minutes Secretary), Brian Ruttle (Membership Secretary), Les Griffiths (Treasurer), Julia Love, Simon Love, Penny Townsend, Jackie McDonald, Mark Hughes, Rafiela Armitage, Joseste Baily, Angela Bennett, Kay Chmielewska, Christian Clay, Amie Curly, Helen Dawson, Shona Eyre, Clair Gibson, Vanessa Hancock, Samantha Harrison, Lynda Hoban, Rachel Jones, John Kershaw, Nigel Lee, Steph Loveday, Zoe Mason, Jackie McDonald, Laura Pope, Paul Smith, Debbie Smith, Monika <del>Spiek</del>, Sarah Thornton, Penny Townsend, Ali Roper, Samantha Trenaman, Amanda Wells</p> <p><b>New members:</b> Introduction of the Committee members for benefit of the new members. Fiona Pembridge – Came to conference. University of Sheffield – clinical skills. MH 'guru' for medical students. Vicky Goldborough – Principal OT in Hull Megan Forteous - OT Practice Lead in Hull Becky Pearson – Specialist OT – Harrgate College. Complex needs and physical educational needs. Chris Kent – Wakefield Council – MH advisor Martin Kurj – Kirklees Care Homes – Train the Trainer. Bhav Shaw, Jenny Harand, Hayley Cook, Graham Oliver – Vivid Care, Rachel Benton.</p> <p><b>Apologies:</b> Gill Arnett, Helen Ahmed, Isabelle Bailey, Hollie Kent, Holly Kunz, Debbie Hattress, Nicky Sharpe, Mandy Tynan, Helen Naylor, Jon Tiley</p> <p><b>Business meeting:</b> <b>Minutes from last meeting:</b> Proposed: Simon Love Seconded: Jackie Maconald</p> <p><b>Matters arising from the last business meeting:</b> <b>Transport Group update</b> – Julia Love: • The group have been looking into the issues of moving and handling within transport. Identified that slings within wheelchairs during transport have been where issues were reported. Yorkshire Ambulance have said no one can travel with a sling in place, in transport, due to incidents (trying to find out what these incidents are). • The group have designed a small document. Trying to keep it simple. Short and sharp guidance. Target audience is the transport staff. They are not there to assess the sling, they just need a black and white guidance sheet. • Guidance sheet put up on the screen and discussed by all members. Feedback given at <b>meeting</b>.</p>	<p>- ASK person/carer what sling is in place before getting on transport - Check hoisting situations at destination and if hoists are available that are compatible with the sling in place? - Paramedics in Leeds DO ask what sling is being used, what loops, etc. when picking up patients. Which is useful.</p> <p><i>Any other feedback or ideas regarding the guidance document please contact Julia Love or Vicky Henderson.</i></p> <ul style="list-style-type: none"><li>Group is now working alongside West Midlands who have access to crash testing. Hoping to look at sling fabrics and do some testing around this.</li><li>Also looking at chair seat cushions. Currently no guidance on what fabric a wheelchair cushion should be, or whether they should be fixed to the wheelchair.</li><li>Next steps for the Transport Group are to put together another guidance sheet for providers. More detailed.</li><li>Possible idea is to create a chair tag that identifies if the sling is to remain in place. This would then show the transport staff that the sling has been assessed and this has been considered.</li></ul> <p><b>National Items:</b> <i>Introductions for benefit of new members:</i> Sarah Thornton – Chair of NBE Ali Roper – Membership Director.</p> <ul style="list-style-type: none"><li>Currently updating all policies and procedures since becoming a charity. These are going on the NBE website one by one when completed.</li><li>There has been some guidance created to help local groups, to help build membership, topic ideas etc.</li><li>Endorsement of Advanced Membership – For those who have been advanced members for 3 years or more, you will be asked to provide evidence to show you are still working to an advanced <b>members</b> level. It is a simple form to fill in and then your manager (if applicable) will be required to confirm you are working at this level.</li></ul> <p><b>Conference Update:</b></p> <ul style="list-style-type: none"><li>The Call for Papers is now open! There are opportunities for both practical and theory-based workshops and all those working in the field of Moving &amp; Handling are encouraged to share their best practices and innovative working.</li><li>NEW Posters! These are electronic with 5-minute presentations. They are there to promote new people to come and present, bringing another dimension into the conference, and to encourage people into presenting publicly.</li><li>Showcase your skills! If you're interested, you can submit Posters and/or Workshops on the NBE website. All posters will be available through a QR code at conference.</li><li>Mentorship Programme – Support will be provided to any members who are interested in presenting.</li></ul> <p>NEW awards! for the conference. This is to be made into a Big Gittery Event! Awards open for <b>nominations</b>:</p> <ul style="list-style-type: none"><li>Rising Star Award</li><li>Maggie Williams – Senior Leadership Award</li><li>Innovation Award</li><li>Social Care Team of the Year</li><li>Health Care Team of the Year</li><li>Sustainability Award</li><li>NBE Merit Award</li></ul> <p>More information on each award is on the website. Nominations open until the 1<sup>st</sup> of June. You don't have to be at the conference dinner to get an award!</p> <ul style="list-style-type: none"><li>Please get in touch with the NBE board for any support required.</li></ul>	<p>At next meeting, we will add an item to the <b>Agenda</b>: 'What we are doing that's good!' Showcase any local research/projects. Then we can nominate each other.</p> <p><b>Accidents and incidents:</b> None</p> <p><b>Problem solving:</b> Penny Townsend shared 2 ingenious <b>ideas</b>:</p> <ol style="list-style-type: none"><li>A family lived in a rental property, with a gantry system in the bedroom and living room. No accessible bathing facilities. They fashioned a shower using a showering table with a drainage pipe, box underneath it, camping shower, cooler box with warm water in – innovative way around the problem short term.</li><li>Fledglings – Adult waterproof changing mat to go on the bed, to reduce getting bed wet after showers.</li></ol> <p>Simon Love – A patient had a cardiac arrest on the chair next to the bed, pat slide, slide sheet and bed sheet used to get them back on to the bed. Super simple and quick. This was done to commence resuscitation. Q - <i>Why did you have to get them on the bed?</i> – Good practice would be to transfer them on to the floor, however sometimes they don't want to do this, so this solution has been identified to get the person on to the bed. (Simon demonstrated this technique in afternoon workshop).</p> <p>Monika – Discussed evacuation nets for birthing pools – <i>are nets still used to get people out of birthing pools or are hoists being used?</i> Answers from members, both are currently being used.</p> <p><b>AOB:</b></p> <ul style="list-style-type: none"><li>Simon Love: Showed us a picture of a spreader bar on the wall of someone's office to see if anyone recognised it? Answer was 'No' from all members.</li><li>Simon has been doing some research into recorded transfers for paramedics. Created a moving and handling booklet for paramedics, collection of all the transfers recorded in HCP5, 0 &amp; 7. Happy to share document with the group.</li><li>Lynda Hoban – They've had a company come in and done LOLER and general checks – decided this time to check ladder belt for <b>spoke</b> raiser under LOLER. Is this required?</li><li>Answer from John Kershaw – The <b>spoke</b> raiser belt would come under PUWER and would be an annual service.</li><li>Lynda is also wanting to do some Moving and Handling training/demo videos to go on their intranet. They already have someone to do filming and editing. Requesting for volunteers to do the 'acting'. This would be a good YBE resource.</li><li>Vicky Page Chestney – requested whether anyone had a job description for a Band 5 MH trainer to share? Ali Roper does – to be emailed.</li></ul> <p><b>AGM</b></p> <ul style="list-style-type: none"><li>We are closely approaching the AGM – all posts on the committee will go up for re-election.</li></ul>	<ul style="list-style-type: none"><li>Chair and Vice Chair positions will be coming up as Vicky and Vicky have reached their end of term that they can remain in these positions.</li><li>If anyone is interested in these positions, please let us know. We can then provide mentoring and guidance around the role. This is important for the succession plan. Come up with them! They're for the group.</li></ul> <p><b>John Fletcher – Bed Side Rail Safety - Case Study Presentation</b> Generated lots of discussions around the topic.</p> <ul style="list-style-type: none"><li><b>Shona</b>: Do people think falls are fully preventable? Within her establishment, they anticipate having 4 falls a month as the 'normal'. It is felt to be a balance between restraint and safety.</li><li>Discussed 'you can't eliminate human nature'. There is always going to be an element of risk.</li><li>Discussed the falls being when people are beginning to get up – some can be attributed to the sleep surface (mattress) – this can contribute greatly.</li><li>Penny – Discussed a 'never event'. Cannot always foresee every possible event.</li></ul> <p>We can never expect to eliminate falls. Risk assessment is about reducing and managing risk.</p> <ul style="list-style-type: none"><li>A member brought up a discussed query from Helen Ahmed (posted prior to meeting) about a blanket policy of no bedside rails. Other members have come across this in establishments.</li><li>Jackie McDonald advised; Council residential homes in Leeds – Promoted idea of having bed side rails if risk assessed. Risk assessment in place since 2010.</li><li>The new MHRA alert has resulted in some people jumping to Extremes! "Bed side rails are illegal" – "There is no risk when using bed side rails". Important for suitable information being distributed.</li></ul> <p>Link below to YouTube video created by Kirklees Council Moving and Handling Team to raise <b>awareness</b>: Risk Management: Bed Side Rails and Bed Grab Handles for <b>Adults</b>: <a href="https://youtu.be/4gaR4DNfGg?si=8T500RH-t0aJ-HQa3e">https://youtu.be/4gaR4DNfGg?si=8T500RH-t0aJ-HQa3e</a></p> <p><b>Afternoon Practical Session:</b></p> <p><b>Method</b> <b>5 Workstations:</b></p> <ul style="list-style-type: none"><li>Sarah Thornton – Problem Solving – Falls within confined spaces. Used slide sheets to bring people out of simulated confined spaces in preparation for the use of falls recovery equipment.</li><li>Penny Townsend and Tom Jacobs – <b>EloJace</b> Demonstration. Assisting someone from the floor using Air Transfer mattress and EloJace.</li><li>Simon Love – Demonstration of using GBUK lateral transfer board, slide sheets, and a bed sheet to transfer from chair to bed.</li><li>Julia Love – Hoisting from the floor in emergency situations following a fall.</li></ul>	<ul style="list-style-type: none"><li>Mark Hughes – Demonstration of using GBUK Lo Raiser to recover someone from the floor.</li></ul> <p>Tips, techniques, and good practice were discussed and demonstrated amongst the representatives and group members.</p>  <p><b>Host and Sponsor:</b> Big thank you to GBUK, particularly Tom Jacobs, for hosting the meeting and for the demonstration of their falls recovery devices. Thank you, all group leaders, for leading the afternoon workshops; Sarah Thornton, Mark Hughes, Julia Love, Simon Love, Penny Townsend. Big thank you to John Fletcher for his Bed Side Rails presentation.</p> <p><b>What did we learn/Reflection?</b></p> <ul style="list-style-type: none"><li>EloJace can be used to exchange a bed/mattress. Can alter the firmness by releasing air for comfort/to do resuscitation.</li><li>Lifting legs using 'Under-Over' technique, also to aid rolling – eliminating lifting of the legs.</li><li>Placing a pillow under one hip as a person on their side, for comfort reasons, particularly when rolling on a hard floor.</li><li>Lo raiser! Some members had not seen this piece of equipment before. Great learning experience and good things to know about.</li><li>Kirklees Council's input regarding the Patient Safety Alert around bed side rails – video was great – useful to share with people to use moving forward.</li><li>Introducing a hoist at an angle – creating more space for handler; less risk of person meeting metal framework; can get closer to fallen person.</li></ul> <p><b>Next meeting</b> 16.05.2024: at William Merrit at Leeds. Changed from 23.05.2024 to avoid that week as is the Scottish meeting and week after is half term. The theme is Complex needs, Paediatrics and Therapeutic handling with Penny Townsend and Damian Martin and will span both the AM and PM sessions.</p> <p><b>Future meetings:</b></p> <ul style="list-style-type: none"><li>16.07.2024: Hosted by Essential Healthcare at Batley. Theme TBC</li><li>11.09.2024: AGM – Venue Simply Moving and Sleeping. Hosted by Care &amp; Independence.</li><li>14.11.2024: Venue and theme TBC.</li></ul>
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Yorkshire Back Exchange meeting minutes. March 2024.

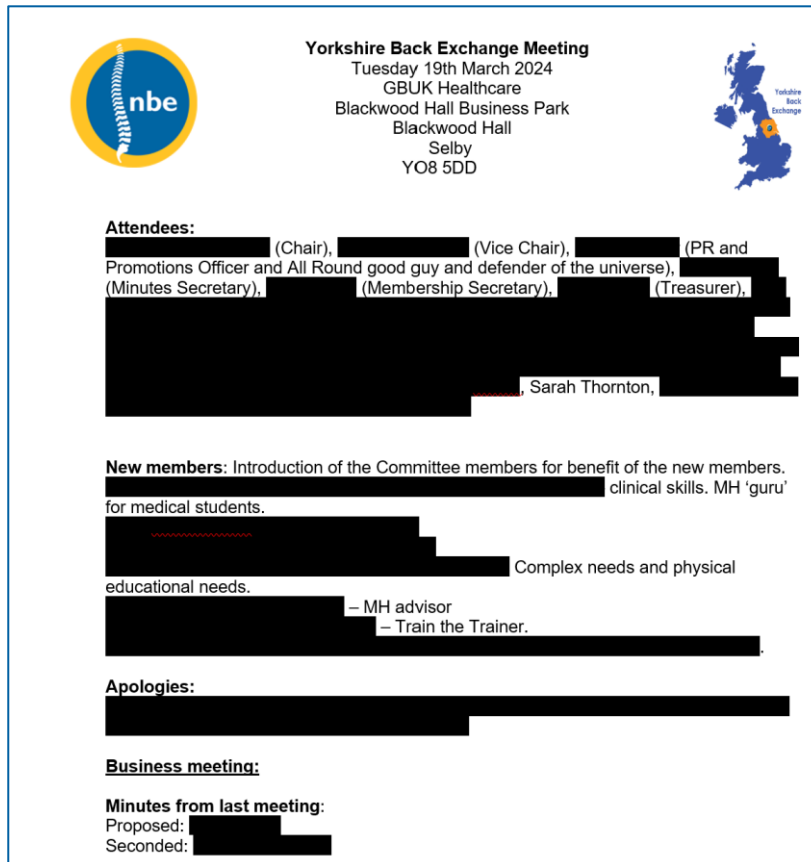
Detail provides evidence...  
Photos add to the detail...

# Remember – each evidence item must



## Be anonymised

(highlight in black, deleting may remove context!)

A screenshot of a meeting agenda for the Yorkshire Back Exchange Meeting. The document is titled 'Yorkshire Back Exchange Meeting' and includes the date 'Tuesday 19th March 2024' and the location 'GBUK Healthcare, Blackwood Hall Business Park, Blackwood Hall, Selby, YO8 5DD'. The agenda is divided into several sections: 'Attendees', 'New members', 'Apologies', and 'Business meeting'. The 'Attendees' section lists roles such as Chair, Vice Chair, PR and Promotions Officer, Minutes Secretary, Membership Secretary, and Treasurer, with names redacted. The 'New members' section describes the introduction of new members and lists roles like 'MH 'guru' for medical students', 'Complex needs and physical educational needs', 'MH advisor', and 'Train the Trainer'. The 'Apologies' section is redacted. The 'Business meeting' section includes 'Minutes from last meeting' with 'Proposed' and 'Seconded' roles redacted. The NBE logo is in the top left, and a map of Yorkshire is in the top right.

## Include:

- Your name
- Date of evidence, activity, event etc.
- Your designation for each evidence item  
NOT necessarily your job title, but your role in the activity  
i.e., assessor, trainer, lead trainer, co-trainer, author, co-author, project lead, participant, trainee...

Be saved with a descriptive name and Ref. No

Have supporting evidence where required







# Thank You Any Questions?

Contact: [admin@nationalbackexchange.org](mailto:admin@nationalbackexchange.org)

[www.nationalbackexchange.org](http://www.nationalbackexchange.org)

# References:



National Back Exchange. 2024. Advanced Membership Standard Operating Procedure and Portfolio Submission Form.

National Back Exchange. 2024. Guidance for Endorsement of Continuing Advanced Membership of National Back Exchange.

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