



Moving and Handling Technique Submission Guidelines for Column

National Back Exchange

Responsible Person

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1. Version Control Summary

Date	Version no.	Summary of changes	Consulting group / person
August 2025	1.0	New: Moving and Handling Technique Submission Guidelines for Column	S Thornton, Chair M Furness, Managing Editor, Column

2. Introduction

This guidance document provides a structured framework for contributors preparing submissions of moving and handling techniques to be published in the National Back Exchange (NBE) Column Digital. The review will highlight innovative, practical, and evidence-based moving and handling techniques used in real-world care settings. It offers a platform for professionals to share their experiences, insights, and reflections on techniques that have been evaluated in training or applied with patients, residents, clients, and others.

3. Purpose and Scope

The aim of this guidance is to support contributors in presenting their chosen moving and handling technique clearly and effectively. It ensures that each submission includes the necessary contextual, clinical, and evaluative information to help readers understand the rationale, application, and outcomes of the technique. By following this guidance, contributors can help disseminate best practices and promote safe, person-centred care.

4. Word Count

- Submissions should be between 400 and 500 words in length.

5. Submission Guidelines

No.	Version no.	Requirements
1	Author details	Your name Your qualifications Your place of work High-resolution JPEG photo of you – head and shoulder
2	Setting the technique	What is the moving and handling technique being tried?
3	Why?	Why are you trying the technique? Did you receive a referral to try and problem solve?
4	Environment: Where did you try the technique?	Was the technique tried in training? Was the technique tried with a client?
5	The patient/client/resident/model	Information about the client/patient/resident/model: Fictitious name – for anonymity Anthropometrics: weight, height, BMI, body shape. Medical conditions Behaviours/cognition/mental capacity Function: Functional Independence Measure, Bed Mobility Assessment Tool, etc, describe what they can/cannot do
6	The handlers	Who are they? Formal carers, informal carers, ward staff, Personal Assistants (PAs), family carers? How many people are required for the task?
7	Intervention	What equipment and techniques were tried and tested? What worked and what were the limitations?
8	Success outcomes	What were the findings following your interventions? Describe the final outcomes and how they benefited the patient/client and their carers
9	Referencing	Harvard referencing style
10	Font	Arial font, black
11	Photographs	Confirm agreed permissions from people in photographs, as well as permissions to use images/figures. Inform editor if faces require anonymity. Within article, position where you want photos located. Photos must be sent to editor as separate high-resolution JPEG on submission.

6. Review

This guideline will be reviewed by the Chair, Managing Editor, Column, or designated representatives of the National Back Exchange Board of Trustees every two years from the date of publication or earlier depending on legal requirements, best practices, national guidelines, or organisational changes.

7. Audit – Monitoring Process

Monitoring process	Requirements
Who	<ul style="list-style-type: none">• National Back Exchange Board of Trustees• Association's Administration Team
How	<ul style="list-style-type: none">• Review of moving and handling techniques submitted, peer reviewed and published in Column• As a result of Column changes or developments
Presented to	<ul style="list-style-type: none">• Board of Trustees
Monitored by	<ul style="list-style-type: none">• Procedural document review group<ul style="list-style-type: none">- Sarah Thornton, Chair- Kerry Kemp, Vice Chair- Mary Muir, Publications Director• National Back Exchange Board of Trustees• Association's Administration Team
Completion / Exception report to	<ul style="list-style-type: none">• Extraordinary circumstances beyond the control of National Back Exchange and / or Association's Administration Team