



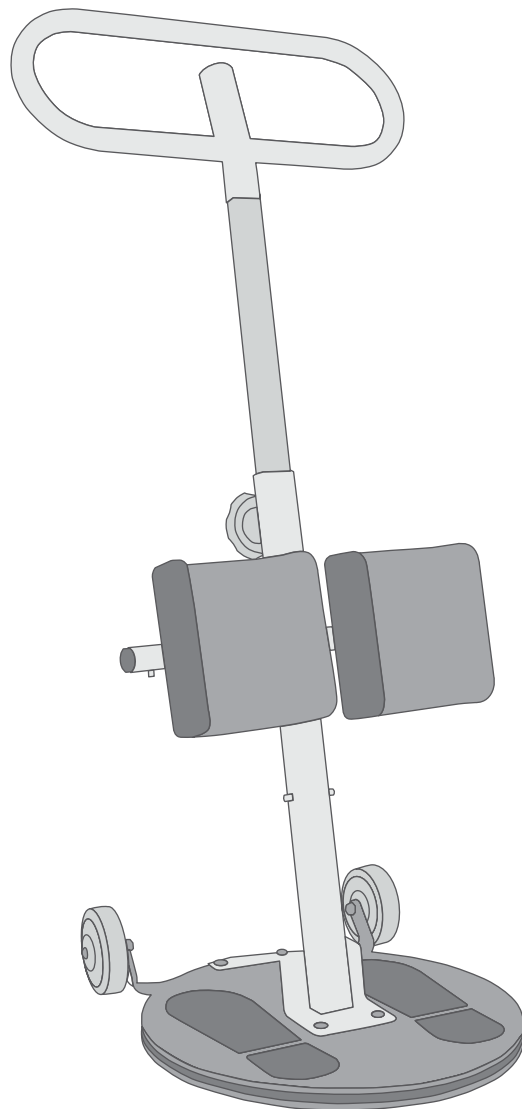
Royale Medical Quick Shift Swivel
User Manual

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1 Introduction



S332021 Patient Transfer – Royale Quick Shift Swivel

The Royale Quick Shift Swivel is a sit-to-stand transfer aid designed to assist a caregiver in helping users stand and pivot transfer into another seated position. The device is only suitable as a standing and swiveling aid. The device should not be used to transfer users other than the above. To safely and correctly use this transfer aid, users must:

- Be able to actively push through their lower limbs and weight bear
- Have adequate grip strength to pull themselves into a standing position
- Have adequate core strength to maintain an upright posture once standing
- Have the cognitive ability to follow the directions of the caregiver/assistant

Safety & Precautions 2

Risk Assessment – Ensure a risk assessment has been completed. Transferring a person may pose an element of risk, only trained personnel should use this equipment.

Weight Bear – User must be able to weight bear as they are required to stand on the base plate and push themselves into a standing position whilst gripping onto the support handle.

User Safety – Plan transfers in advance to ensure it is performed as safe and smooth as possible. Appropriate footwear must be worn by user and caregiver. Never leave the user unattended on the device.

Indoor Use – Should only be used indoor on flat surfaces. Never use the device in the shower.

Safe Working Load – Do not exceed the maximum weight limit of 225kg. Ensure the user's weight is centered appropriately. Designed only to transfer users from one seat to another – do not use to porter user or goods.

Caregiver – Ensure base plate remains in contact with the floor at all times during use – do not tilt or lever the device. Ensure the caregiver can safely manage the weight of the user. Caregiver must always support and counterbalance the device whilst in use by a user.

Transferring – If user is transferring into a wheelchair seat or commode seat, ensure the brakes are engaged and leg rests are removed or swung away.

Assembly – Ensure all components are mounted and secured correctly and that adjustable components are positioned to suit the users needs.

3 Transferring the Patient

The following details are a guide. Only trained health professionals should provide patient handling advice and a functional and/or user risk assessment must be done prior to use.

- Position the new seated surface (e.g. wheelchair, bed) at a 90 degree angle with the existing seated surface.
- The caregiver should position the device under the users feet, allowing the user to place their feet on the marked left and right symbols on the base plate.
- Adjust the height of the lower leg support so that it is positioned two fingers beneath the users knee cap (*see section on adjusting the lower leg support*).
- Adjust the height of the upper handle support to a position that is comfortable for both the user and caregiver (*see section on adjusting the upper support handle*).
- The caregiver should stand behind the device and counterbalance with one foot on the base plate and hold the support handle. This is to prevent the base plate from rotating whilst the user transfers onto the device.
- The user should grip the support handles and using their lower body strength, push themselves into a standing position as shown in the image. Ensure user body weight is within the base plate (*i.e. not leaning backwards*) and ensure caregiver continues counterbalancing.
- Caregiver should slowly swivel the device using the support handle.
- Once positioned near the new seated surface, the user should be able to feel the edge of the seat behind their legs.
- Caregiver should counterbalance as previously described. User should slowly lower themselves whilst holding onto the handle supports.

Transport and Storage

The Royale Quick Shift Swivel can be transported using the rear castors. The caregiver should place their foot on the base plate and tilt the support handle towards them to elevate the device onto the two rear castors. The handle should be tilted approximately 45 degrees. The device can now be pushed or pulled by the caregiver with ease.

(Please note: strictly not for transporting users or goods. Failure to follow may result in serious injury/damage)

Adjustments to the Lower Leg Support

Release the adjustment knob by rotating anticlockwise. The lower leg support should be positioned so that the top of the pad is just below the users knees (two fingers beneath knee cap). Once height is correct, make sure the knob is securely tightened. Loose knobs can cause the knee pad assembly to slide down and become a hazard.

Adjustments to the Upper Handle Support

Release the adjustment knob by rotating anticlockwise. The upper handle support should be positioned so it's at a height which is appropriate for user and caregiver to grip. If the upper handle support is raised too high, it will lock into the 'push-pin' position. If this occurs press the button to release.

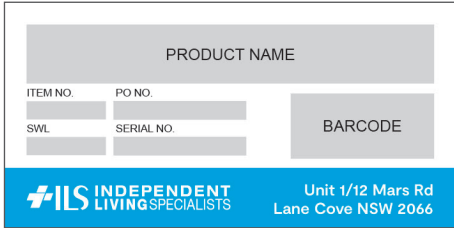
Using a Standing Belt

Certain standing belts may be compatible with the Royale Quick Shift Swivel. Belts that are compatible, it is recommended to hook onto the centered bar on the upper handle support. Please always only use with consultation and assessment by a trained health professional. Please always follow recommendations from the belt manufacturer.

4 Labelling Information

a. Product Label

The Royale Quick Shift Swivel has a product label on the base column. The product label includes the following information:



- Name and address of the company
- Name and code for the product
- Safe Working Load (SWL)
- Serial number of the product (which includes the date of manufacture and the batch serial number)

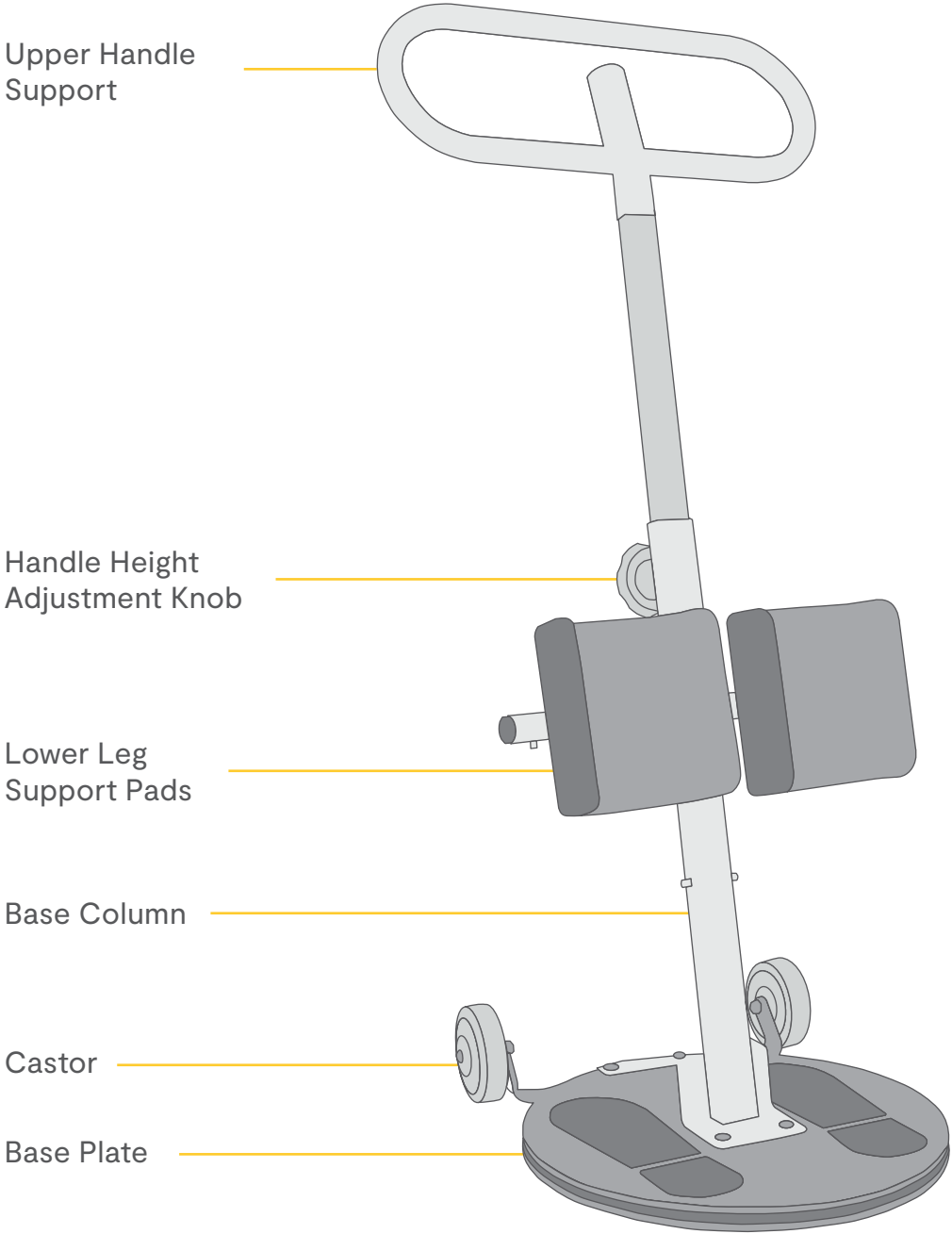
Features 5

- ▶ Ergonomically designed to suit the user and caregiver
- ▶ Sturdy steel frame
- ▶ Multiple adjustment points
- ▶ Easy wipe down surfaces
- ▶ Compact size for easy transportation and storage

6 Specifications

Specifications	S332021
Overall Width	41cm
Overall Depth	45cm
Overall Height	124cm
Base Plate Height	2cm
Base Plate Width	41cm
Base Plate Depth	43cm
Padded Leg Support (W x H)	16cm x 19cm
Padded Leg Support Height Adjustment	34cm – 55cm
Handle Height (from base plate - bottom/top)	109cm – 125cm
Unit Weight	21kg
Rear Castors Diameter	10cm
Safe Work Load (SWL)	225kg

Installation 7



Assembly

- The patient transfer aid comes with 4 main components: base plate, base column, lower leg support and upper handle support.

Assembly

Positioning the base column to the base plate

- Position the base plate on a flat surface.
- Position the base column onto the base plate. Refer to Figure A.
- Ensure the holes on the base plate and base column line up.

Attaching the base column to the base plate

- Place washers over screws.
- Apply a thin layer of threadlocker along the thread of the screws.
- Position screws in the aligned holes, securing the base column to the base plate and tighten using the hex key. Refer to Figure B.
- Repeat steps and ensure all four screws are tight and that the base column is positioned appropriately to the base plate.

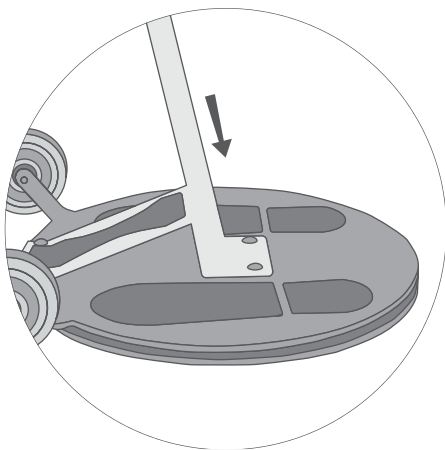


Figure A. Positioning the base column

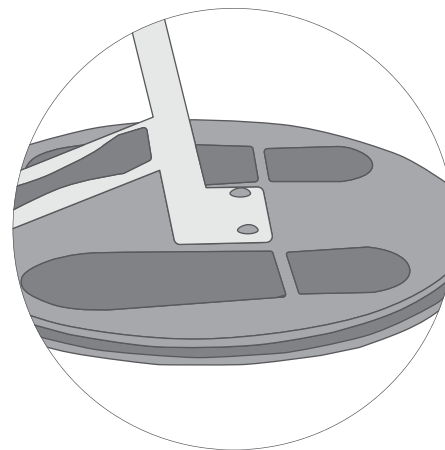
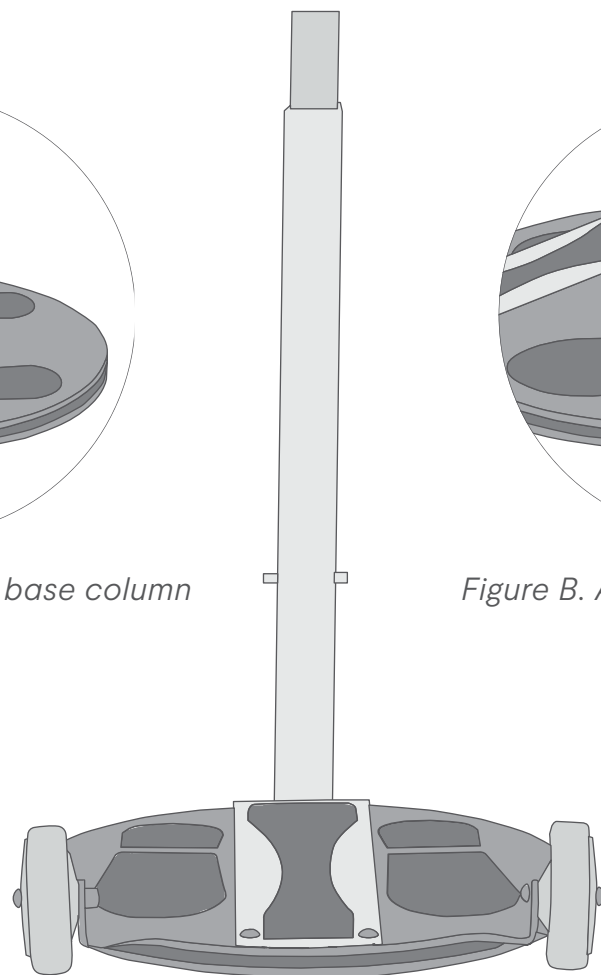


Figure B. Attaching the base column



Assembly

Attaching the lower leg support

- Release the adjustment knob on the lower leg support by rotating anticlockwise.
- Place lower leg support onto the base column receiver bar. Refer to Figure C.
- Position the lower leg support to the required height, then secure by rotating the adjustment knob clockwise.

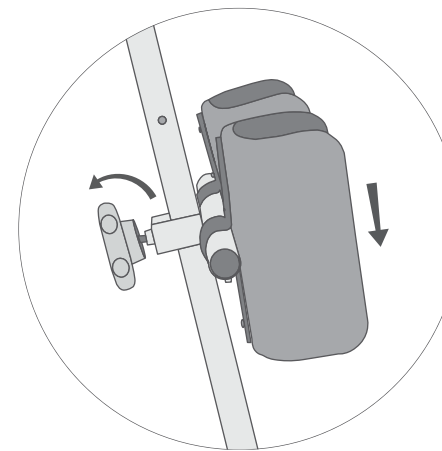
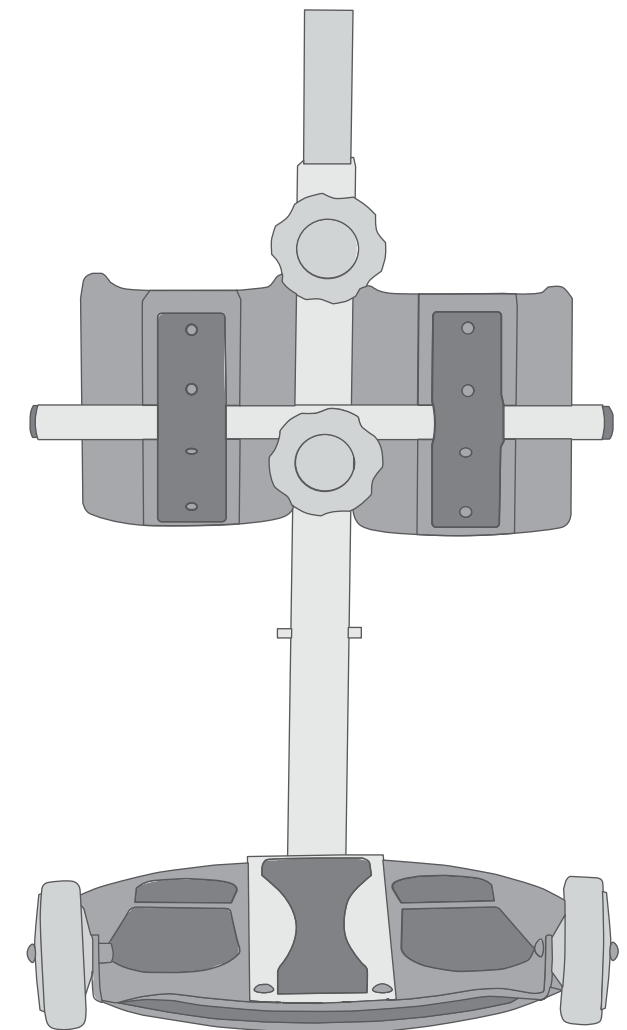


Figure C. Attaching the lower leg support



Assembly

Attaching the upper handle support

- Insert the handle into the base column receiver and slowly push down until it locks into the highest position, which is indicated by an audible click and protruding push button. Refer to Figure D.

Adjusting the upper handle support

- Adjust the handle height by pressing the push button and slowly push down on the handle until the desired height is reached. Refer to Figure E.
- Insert the adjustment knob into the rear screw hole and tighten the knob clockwise until it locks the handle support component at the required height.

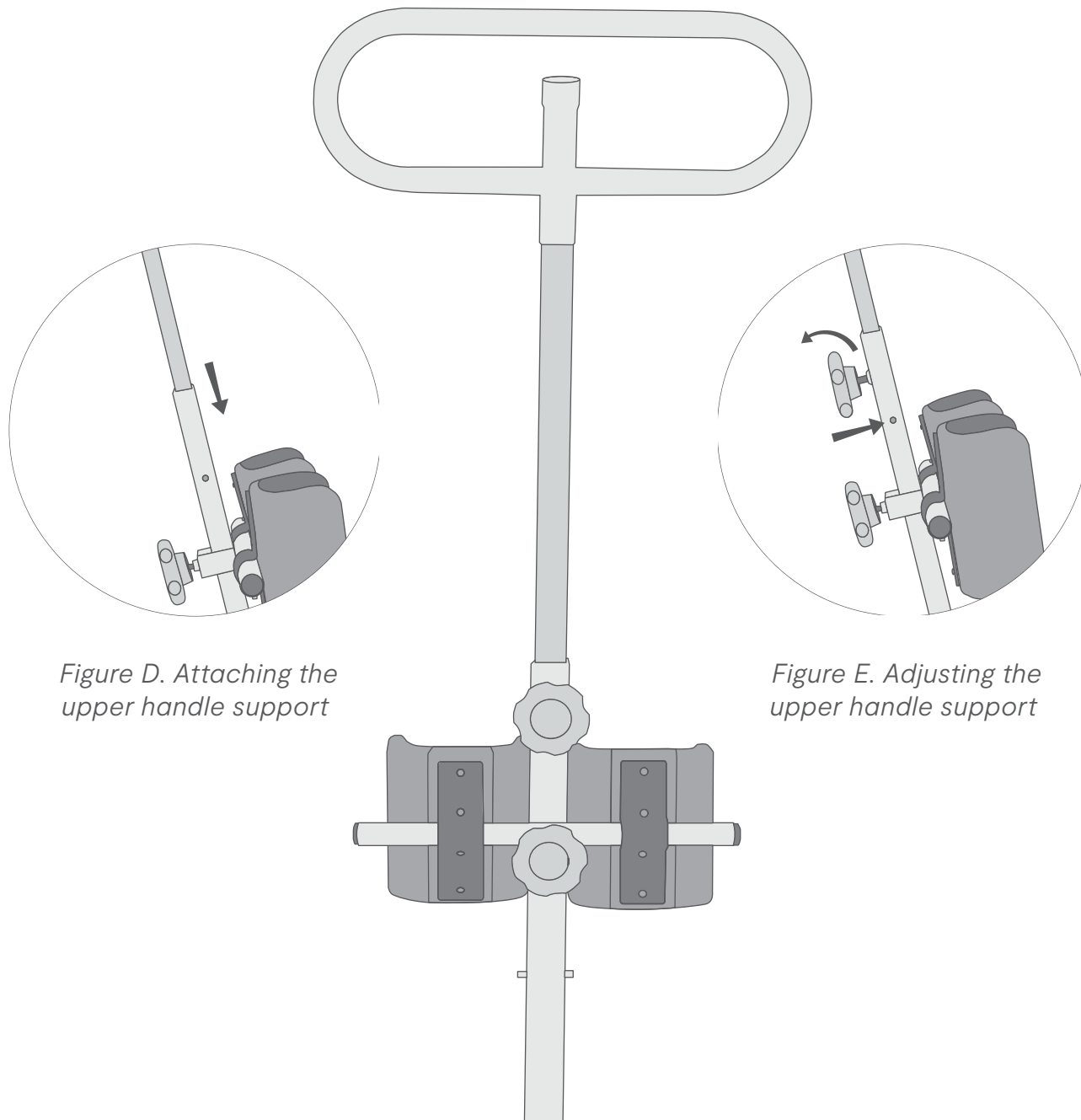


Figure D. Attaching the upper handle support

Figure E. Adjusting the upper handle support

Product Care & Maintenance

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1. It is recommended that the patient transfer device is inspected regularly for signs of wear and tear of the base plate, rear castors, lower leg support and upper handle support. If there are visible signs of wear and tear, please contact your authorised dealer for replacement parts.
2. Please ensure the adjustment knob for the upper handle support and lower leg support are checked prior to each use.
3. If exposed to water or moisture, simply dry the patient transfer device to prevent corrosion.
4. The patient transfer device should be wiped down regularly using warm water or a mild detergent.
5. Regularly clean your patient transfer device with soft cleaning implements such as soft sponges, dish clothes and soft-bristled brushes. Warning, using strong cleaning liquids or similarly abrasive cleaning products could cause damage to the surfaces of your patient transfer device.
6. Regularly clean the rear castors with a mild detergent and warm water, removing hair and debris from the castors and check that the castors rotate freely.
7. Regularly check the patient transfer device swivels freely. Ensure there is not excessive wear to the nylon discs and base plate.
8. Regularly check the lower leg support to ensure it is adjusted and secured correctly, look for signs of wear and tear on the polyurethane pads.
9. Ensure all components are tightened and secured.

For all replacement parts as well as after-sales support and repair services are available through Royale Medical dealers.

9 Warranty

The Royale Medical Royale Quick Shift Swivel comes with 12 months warranty from the date of purchase on structural integrity.

- During the warranty period any parts that have become defective due to faulty workmanship or material will be repaired or replaced without charge by a Royale Medical dealer of where the product was purchased.
- The warranty is for indoor use only and excludes any defect or injury caused by or resulting from misuse, abuse, neglect, accidental damage, or any other alteration that affects the reliability or performance of the unit, not attributable to manufacturing faults, parts or labour.

PARTS NOT COVERED UNDER WARRANTY:

1. Components and parts that are subject to reasonable wear and tear.
2. Faults that have been identified as misuse or user error.

Note:

- Royale Medical does not warrant any damage which is deemed accidental or as a result of misuse.
- Royale Medical will only provide the required parts under warranty.
- Unauthorised changes or modifications will forfeit your warranty.
- If a defect or fault is discovered, please contact the Royale Medical dealer of where the patient transfer device was purchased.

Quality Assurance 10

ILS is dedicated to providing the highest quality in assistive technology equipment, which is why all our Royale Medical products are registered with the Therapeutic Goods Administration (TGA) and certified to the Australian/New Zealand Standard (AS/NZS).

- ARTG: 393673
- AS/NZS ISO 10535:2011
- AS/NZS 4438:1997 (R2016)

Recycle & Disposal 11

Please follow the local government rules regarding proper recycling and disposal. It should always be done through an authorised agent or licensed place of disposal. Please review the list of patient transfer parts and packaging materials to ensure they are recycled or disposed of correctly.

- Frame: steel
- Castors: polyurethane
- Knee Pads: polyurethane
- Packaging: cardboard carton and plastic

Please follow the local government rules in regards to the proper disposal and recycling.

