



Exam Chair User Guide



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Thank you for placing your confidence in our Exam Chairs. They have been engineered from quality materials and hand-made with care to fulfil the requirements of the healthcare industry. Your chair will give years of trouble-free service if used and cared for in accordance with our directions.

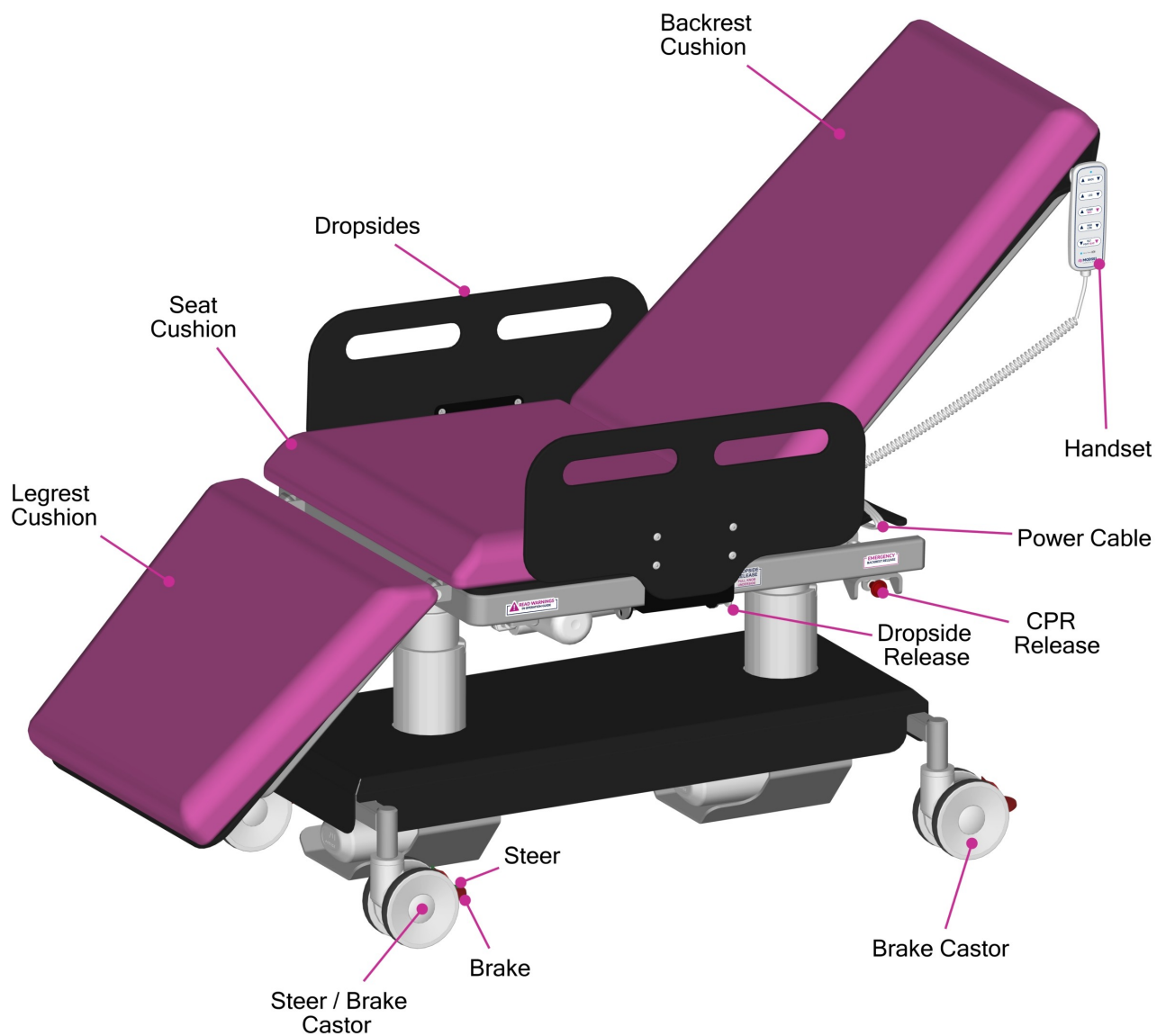
This examination chair is a re-usable, mobile device for transient to short-term use in a healthcare environment that allows a patient to be adequately supported during transport/transfer for the purpose of care, nursing, examination and/or treatment within the environment. A range of models, designs, features and accessories are available for this customisable device.

These instructions for use are for a powered (electric battery) chair. This chair contains metal hydraulic and electrically powered (low voltage) components. Associated electrical interference potential and/or magnetic safety issues may merit special consideration in your healthcare environment.

Before using your [Exam Chair](#) please take the time to read our user guide carefully and familiarise yourself with the controls and safe operation of the unit.

IT IS IMPORTANT TO ASSESS THAT THIS EQUIPMENT IS SUITABLE FOR YOUR CLINICAL NEEDS.

Product Overview



Overall Size: 650 wide x 1350mm overall (1900mm lying flat)

Height Range: 500mm - 880mm

SWL: 220kg

Product Warnings

Patient/Staff Safety

- Patients, especially children must not be left unattended on or with a chair at any time.
- Care must be taken in the operation of all moving parts and accessories to minimise risk of injury to staff or patients.
- This unit is not suitable for use as a long stay chair. Use for more than a few hours could contribute to patient discomfort and increase the potential for injury, including development of pressure injury.
- The chair must be in the lowest position when patients are getting on or off the chair, with access from either side only.
- Maximum static patient load capacity on the backrest must not exceed 80kg distributed evenly or damage to locking struts and frame may occur.
- Maximum static patient load capacity on the chair is 220kg and must not be exceeded. Weight must be distributed as evenly as possible on the chair. Any weight loading above 150kg must be wheeled on smooth, level flooring and attended by more than one staff member.
- Only apply brakes when chair is stationary.
- Brakes are to be fully applied during transfers and attended by qualified clinical staff.
- DO NOT LEAN FORWARD OUT OF THE CHAIR WHEN UNSUPPORTED OR WHEN THE LEG REST IS RAISED.
- DO NOT SIT ON THE BACKREST OR LEG REST.

General Use

- The height adjustment, backrest, leg support and tilt must be raised and lowered with care to prevent possible injury to the operator or patient.
- Check that all fingers, hands and limbs are clear before operating any function.
- Check that there are no obstructions above or below the top before adjusting the height.
- The chair must never be left on sloping surfaces unattended, even with brakes fully engaged.
- Traversing side on, across slopes is to be avoided under any circumstances.
- On wet or slippery flooring do not lean or apply unnecessary force against chair, as it may slide – even with brakes fully applied.
- This chair is specifically designed for indoor use in dry environments, with due care it may be used to transit outdoor areas however additional controls and precautions specific to the environment will be merited.
- Clips, locks and retainers are supplied by the manufacturer for patient / staff safety and must not be removed.

Dropsides

- The chair must never be raised or moved with dropsides down.
- Patients on a chair with dropsides down must always be attended by qualified clinical staff.
- Dropside releases must be operated only by suitably qualified clinical staff in attendance.
- Check that all fingers, hands and limbs are clear before lowering dropsides.
- Always ensure dropsides are locked firmly in position after raising.
- Side loading on any dropsides should not exceed 50kg or damage to the chair may occur.

Electric Operation

- All electric functions must be operated only by suitably qualified clinical staff in attendance.
- The chair must not be lowered onto any object or irreparable damage may occur.
- Fingers, hands and limbs must be kept clear of all electrically operated parts.
- ONLY USE THE BACKREST CPR QUICK RELEASE IN AN EMERGENCY - continuous use will prematurely wear or damage the release mechanism.
- Ensure that the electric backrest is supported by a staff member each side before using the Emergency CPR quick release.
- If the backrest quick release is activated, lower the backrest completely flat to reset.
- Only operate the chair functions via a standard 240V power point. DO NOT MOVE the chair before disconnecting main power.
- The battery backup when connected and fully charged will allow a limited number of operations when not connected to main power.
- Disconnect the battery at the control box for vehicular transport and long-term storage.
- Do not connect main power or operate in a wet area.

Maintenance

- Periodic maintenance must be done in accordance with the operator and instruction manual to ensure the safest product at all times.
- If any faults are evident, the chair should be immediately removed from service until repaired.

Safe Operation

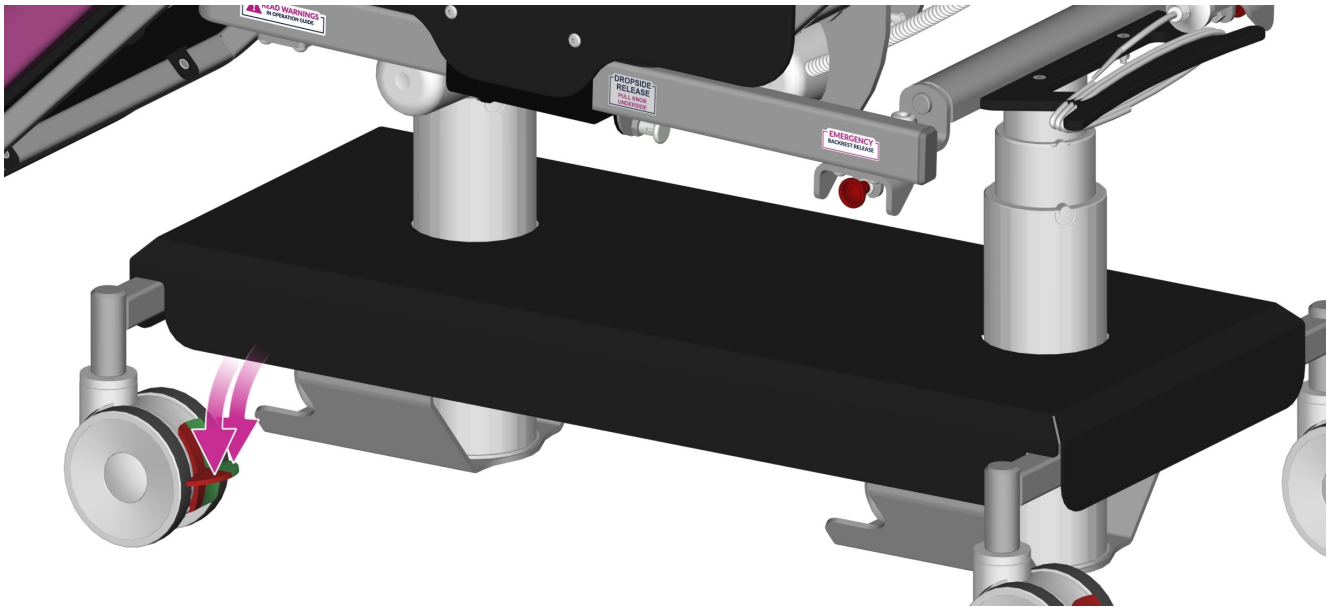
YOUR OWN AND YOUR PATIENT SAFETY REQUIRES THAT YOU ALWAYS CHECK THE CHAIR FUNCTION BEFORE USE.

- Are the castor's free moving and firmly attached?
- Do the dropsides and other movable parts operate correctly?
- Are the visible surfaces free from damage, soiling and undue wear?
- Is the full unit clean and hygienic?
- Is the handset controller and wiring free from damage?
- Is the chair design suitable for the patient and the anticipated healthcare environment?
- Is the chair included in your institution's preventative maintenance plan?
- Does the chair operate correctly, without undue vibration, noise and/or physical stresses? IF NOT, DO NOT USE.
- Isolate and quarantine the chair with the suspected malfunction. Contact Select for advice.

PATIENT SAFETY REQUIRES THAT YOU ALWAYS CHECK THE MATTRESS CUSHIONS BEFORE USE.

- The mattress cushions are specifically designed for use in conjunction with the Select Exam chair.
- The edges should align well with the sides of the chair, with no more than a 1 cm gap between the edges in any direction.
- The mattress cushions will have seams or flex capability that closely aligns with the movement capability of the chair top.
- Is the mattress cushion clean and suitable for use?
- Is the mattress cushion free from any visible damage including to fabric and seams?
- Is the underside base of the mattress cushion in proper contact with the top surface of the chair?
- Are the retaining flaps on the underside of the mattress cushion securely fastened?

Steer / Brake System



To steer the chair

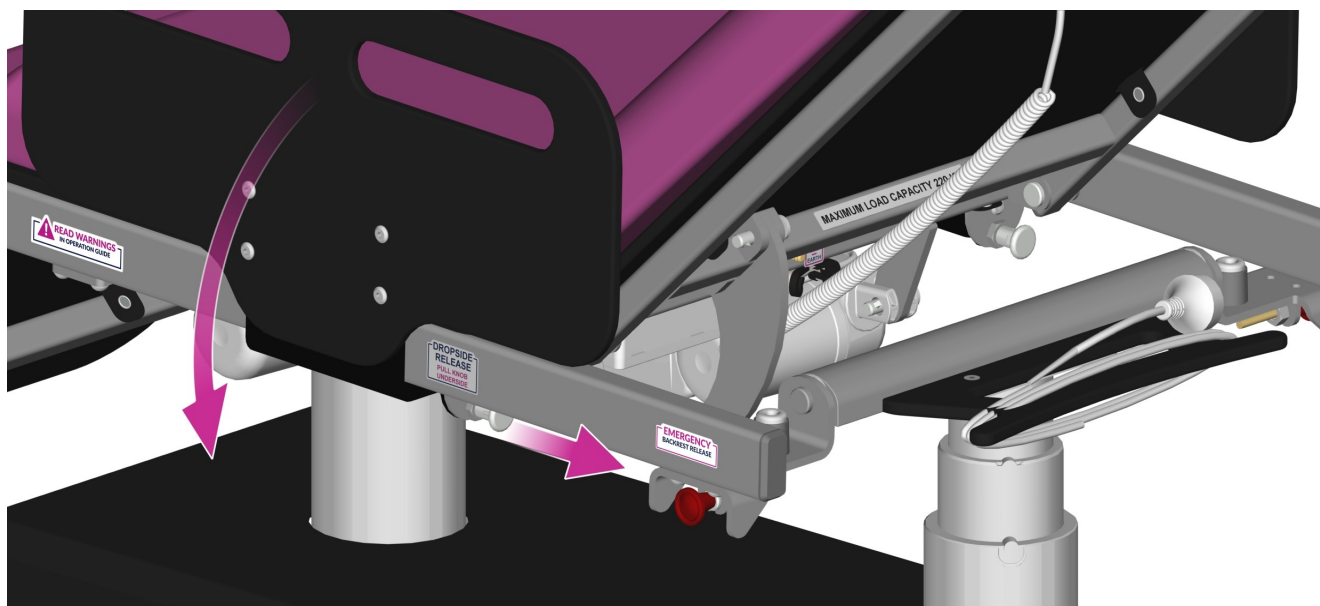
- Press the corner GREEN pedal on the base down fully to activate steering.
- Lift the GREEN pedal back to the horizontal (neutral) position to disengage steering.
- To move the chair sideways, always ensure the pedals are in the horizontal (neutral) position.

To brake when parked

- Press one of the corner RED pedals down fully to activate the castor brake.
- Lift the RED pedal back to the horizontal (neutral) position to disengage the brakes.

ALWAYS APPLY ALL THE BRAKES WHEN THE CHAIR IS PARKED.

Dropsides

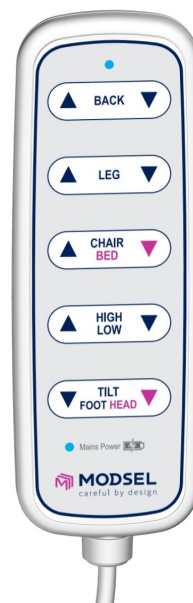
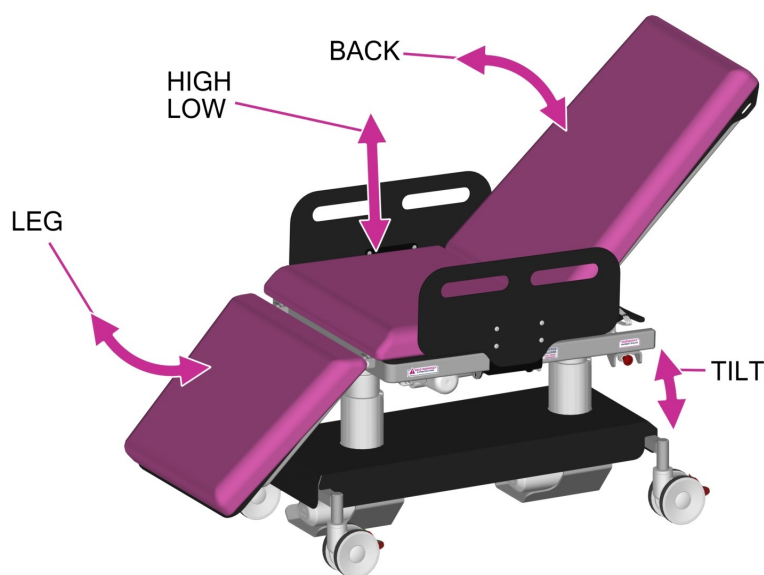


To operate the dropsides

- To release, pull the lock knob (under the seat) outwards and then lower the dropside. Ensure the dropside is supported to control speed of lowering.
- Check that all fingers, hands and limbs are clear when using the dropsides.
- Push the dropside back underneath until the lock knob locks and retains the dropside back securely. This lock knob must be released to use the dropside in its upright position.
- When the dropside is lifted into its upright position, it will automatically lock.

ALWAYS ENSURE THE DROPSIDE IS SECURELY LOCKED.

Power Assisted Electric Operation



To operate the backrest

- Press the UPWARD facing arrow labeled 'BACK' on the handset to raise.
- Press the DOWNWARD facing arrow to lower.
- Always check that all fingers, hands and limbs are clear before lowering backrest.

To raise and lower the leg rest

- Press the UPWARD facing arrow labeled 'LEG' on the handset to raise.
- Press the DOWNWARD facing arrow to lower.

To raise and lower the chair top

- Press the UPWARD facing arrow labeled 'HIGH/LOW' on the handset to raise.
- Press the DOWNWARD facing arrow to lower.

To tilt or recline the chair

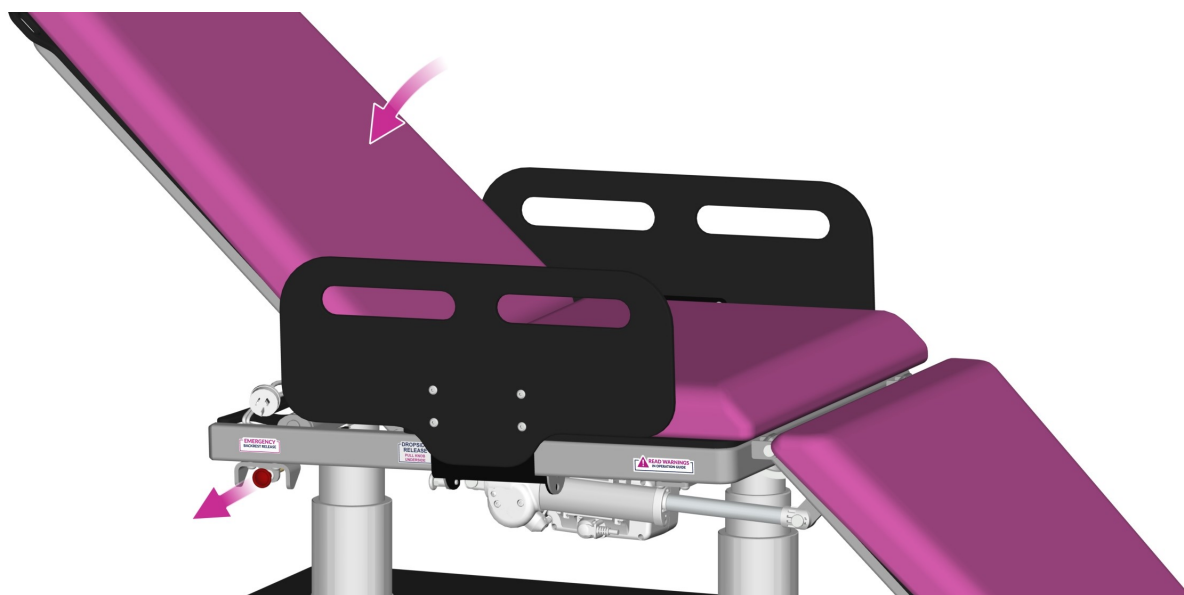
- Press the DOWNWARD facing arrows labeled 'TILT (FOOT/HEAD)' on the handset to tilt either end of the chair.

To contour the chair

- Press the UPWARD facing arrow labeled 'CHAIR/BED' on the handset to raise the backrest and lower the leg rest to a sitting position together.
- Press the DOWNWARD facing arrow to lower the backrest and lift the leg rest to a the lying position together.

ALWAYS CHECK THAT THERE ARE NO OBSTRUCTIONS ABOVE OR BELOW THE TOP BEFORE ADJUSTING THE HEIGHT.

Emergency Backrest Release (CPR)

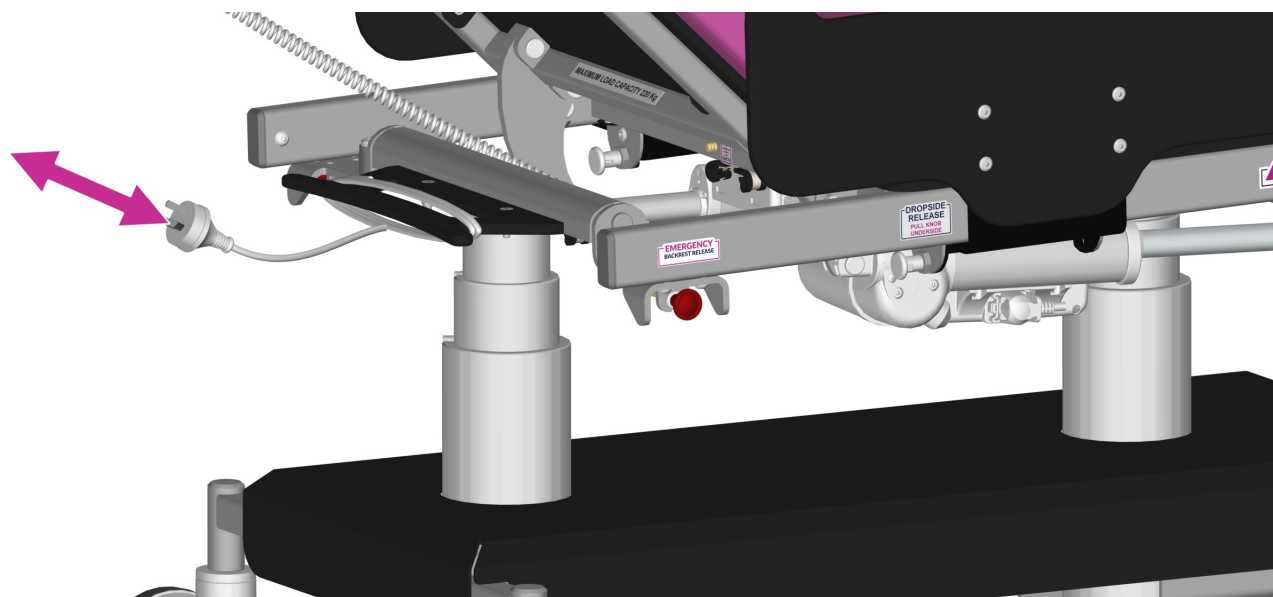


To lower the backrest

- Pull the red knob on either side of the chair outwards to release.
- Ensure that the backrest is supported by a staff member each side before using the quick release.
- Always check that all fingers, hands and limbs are clear before lowering backrest.
- If the backrest quick release is activated, lower the backrest completely flat to reset.

ONLY USE THE BACKREST CPR QUICK RELEASE IN AN EMERGENCY - CONTINUOUS USE WILL PREMATURELY WEAR THE RELEASE MECHANISM.

Main Power Cable



To use the power cable

- It is recommended that the chair should be operated while powered via a standard 240V outlet.
- There is a battery backup to allow chair operation whilst unplugged.

ALWAYS ENSURE THE POWER LEAD IS UNPLUGGED AND STOWED CORRECTLY BEFORE MOVING THE CHAIR.

Backup battery

- There is a connection plug for transport and storage that will not allow the battery function until connected and fully charged.
- The number of operations per charge will vary according to the frequency of use and chair loads.
- Do not continually run the battery to low charge as this will gradually reduce the battery life.
- Regular charging of the battery by keeping the chair connected to main power is recommended.

To charge the battery

- When the chair main power cable is connected to a standard 240V outlet the battery is automatically charging.
- Charging time may take up to 4 hours and the battery may be left on charger permanently.

FAILURE TO COMPLY WITH THESE INSTRUCTIONS WILL RESULT IN SHORTENING THE BATTERY LIFE.

Cleaning

SURFACE CLEANING RECOMMENDED FOR ROUTINE CIRCUMSTANCES.

- Do not hose, soak or submerge this chair. Surface clean only.
- Disinfect using your institution approved procedure; ensuring the surfaces are decontaminated, free from residues and dry before use.
- Clean with alcohol based sanitisers or with appropriate water-based residues removal, or consider quaternary ammonium compounds*
- Machine washing and autoclaving is not recommended.

* Institution approved brands at manufacturer's recommended concentrations.

TO CLEAN and DISINFECT

- CONSULT your facility contamination control plan.
- Consult care instructions for the accessories including mattress cushions that have been supplied separately.
- Spot clean any visible soiling.
- Wipe over all surfaces with a suitable disinfectant, ensuring a suitable contact time.
- Rinse or remove residues as merited.
- Store indoors in a clean and dry environment, protected from contamination.

DO NOT

- Tumble dry, use phenolic disinfectants, abrasive or aqueous cleaners, steel wool or non-proprietary cleaners containing solvents.
- Permanently remove any fixtures or fittings integral to the safe operation and use of the chair.
- Allow fluid to contact electrical fittings, fixtures or connectors.

If you suspect significant contamination, consider fogging and/or UVC exposure in conjunction with advice from Modsel and your contamination control representative.

DAMAGE CAUSED BY THESE PROCESSES ARE IDENTIFIABLE AND MAY VOID WARRANTY.

Cushion Care

SURFACE CLEANING RECOMMENDED FOR ROUTINE CIRCUMSTANCES.

- Do not breach the fabric surface with sharps or other abrasive materials.
- Disinfect using your institution approved procedure; ensuring the surfaces are decontaminated, free from residues and dry before covering with a sheet.
- Clean with alcohol based sanitisers or consider quaternary ammonium compounds* or Aldehydes* or Peroxides*
- Wipe with a clean cloth dampened with a mild detergent solution (or) approved sanitiser.
- Residues can be removed with clean water.
- DO NOT USE BRUSHES OR PHYSICALLY ABRASIVE CLEANERS - these will destroy the waterproof coating of the fabric.
- Do not dry clean.

* Selected brands at manufacturer's recommended concentrations.

ALWAYS DISCARD THE MATTRESS CUSHION IF THE;

- Fabric cover is breached, worn or broken or,
- The core is wet or malodorous or,
- The mattress/cover no longer appears hygienic after the prescribed cleaning procedure.
- Disinfect before disposal.
- DO NOT re-purpose or recondition this device.

Troubleshooting

The brakes don't work

- Do the brake castors have firm contact with the floor.
- Is there sufficient grip and not on a slippery surface.
- Check that the brake pedals lock fully into the brake position.
- Check there is no damage or wear to the braking castor system.
- If not working, REPORT TO MANAGEMENT.

The dropside won't lock properly

- Lift the dropside up and close firmly.
- Pull outwards on the dropside and check it has locked correctly.
- Check there is no visible damage to the dropside or release knob.
- If not working, REPORT TO MANAGEMENT.

The backrest is clicking or the quick release (CPR) doesn't work

- Check there is no visible damage to the release knobs or the cables.
- Pull one of the release knobs outwards firmly and then lower the backrest completely flat to reset the quick release system.
- Raise the backrest a little way via the electronic handset and check if the quick release is engaged (locked in correctly) by applying some downwards force on the backrest.
- If not working, REPORT TO MANAGEMENT.

The electric system won't work

- Ensure the chair is plugged into main power and the power point is turned on.
- If not connected to main power, ensure the battery is connected on the unit and fully charged.
- Check there is no visible damage to the handset or its cable.
- If still not working, REPORT TO MANAGEMENT.

Maintenance

Problems that could be encountered with mobile exam chairs involve dropsides not locking, wheel locks and/or brakes not functioning or engaging correctly, or frame/structural components failing. Loss of functionality could cause the platform surface to tilt, spilling the patient onto the floor. Routine inspection of castors, dropsides, and other frame components can usually prevent these problems.

After each (12) twelve months of use, the chair must be checked in accordance with our recommended Service Checklist.

An approved Exam Chair **Service Checklist** can be downloaded online.

TO ENSURE WARRANTY, PERIODIC MAINTENANCE RECORDS MUST BE RETAINED.

Malfunction

- Any failure of the chair to operate correctly should be immediately investigated.
- Isolate and quarantine the chair with the suspected malfunction.
- Contact Select or authorised agent for advice.

Disposal

- Contact Select for advice on disposal of this device.
- DO NOT repurpose this device. Select as the legal manufacturer of this medical device can advise if it can be reconditioned.

Warranty

We warrant in the event that:

- Any fabricated structure failure is found within (2) two years from the date of invoice due to faulty workmanship.
- A part or parts of plastic not covered by the above warranty, are found within (1) one year from the date of invoice to have a structural defect.
- All electric parts not covered by the above warranty are found to have a manufacturing defect within (1) one year from the date of invoice.
- The chair mattress not covered by the above warranty, is found within (1) one year from the date of invoice to have defect. This includes faulty cover material, faulty seam welding and foam failure.
- Any externally supplied moving parts including springs, castors, rams, struts, pivots etc not covered by the above warranty, are subject to third party warranties or found within (1) one year from the date of invoice to have a structural defect.
- Removable/ rechargeable batteries not covered by the above warranty are found to have a manufacturing defect within (3) three months from the date of invoice.
- The purchaser, within (14) fourteen days of discovery of the defect or defects gives written notice to Select, and:

The defect or defects are not due to:

- Cosmetic issues such as fading, crazing, discoloration.
- Lack of maintenance as per minimum requirements.
- Vandalism, negligence, abuse, accidents, improper installation or normal wear and tear.
- Products tampered with or altered, modified or repaired by anyone when not approved by Modsel.
- Conditions such as close proximity to salt, extreme hot or cold temperatures.
- Non-adherence to cleaning and care instructions.
- Permeation of fluid substances into foam.
- Incorrect usage of electric parts as per the operating directions.

Select will:

At our option, repair or replace the part or parts found within our reasonable judgement to have been defective in workmanship or materials. Should your chair ever require attention due to a failure as defined under the warranty above, please contact Select.

Manufacturing Records

Manufactured by **Select Patient Care**

54 - 56 Industrial Ave, Maryborough, QLD, 4650, Australia.

Contact 1800 805 729

Class 1 Medical Device ARTG Included

Product Model/Serial Number;

Date of Manufacture;

Notes

Notes



