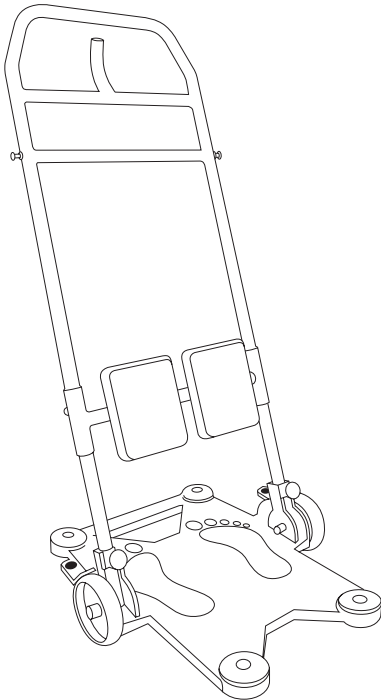


## User Instruction Manual

### Oxford® Switch

To avoid injury, read user manual prior to use.



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# 1. Introduction

The Oxford Switch is a sit-to-stand and transfer device for moving a person over short distances. This might be bed to chair, chair to wheelchair or to and from a toilet/commode, for example. As a secondary application, the Switch can also be used to help reposition a patient who may have slouched in their chair. The Switch has a very compact footprint, enabling effective use, even in confined spaces. It can also be quickly disassembled into two separate components to aid transportation and storage.

The packing consists of a strong, purpose built carton that is used for both export and domestic markets to ensure the safe arrival of the product.

To properly maintain your product please refer to the maintenance schedule included in this document. If you are at all unsure what your country's servicing requirements are, please check with your authorised distributor and/or a local government agency.

**The CE mark:** The Oxford Switch carries the CE mark and complies with the following EC directives:



- Medical Device Directive MDR 2017/745

## Statement of Intended Use

The intended use of the Oxford Switch is to help an individual with limited mobility to stand (with assistance) from a seated position and to enable their transfer from one resting surface to another, such as a bed to a chair. It is designed for indoor use and for transfers over short distances only.

## Expected Service Life

Oxford Professional products are designed and tested for a minimum service life of ten (10) years, subject to the use and maintenance procedures stated in this manual. Use, other than in accordance with these instructions, may compromise service life.

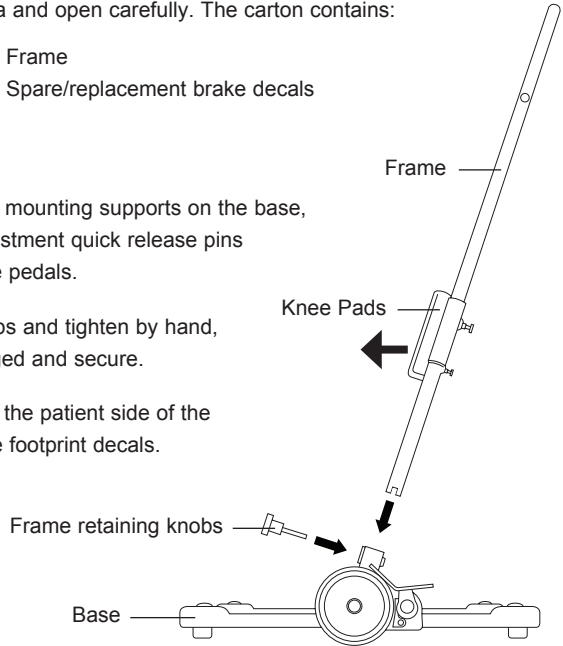
## 2. Assembly & Commissioning

### Assembly

Place the carton in a clear working area and open carefully. The carton contains:

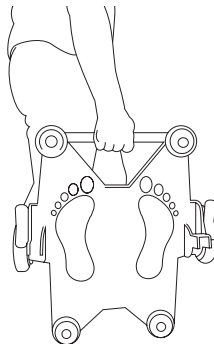
- Base
- Frame
- Frame retaining knobs
- Spare/replacement brake decals
- User Guide (This booklet)

1. Correctly locate the frame into the mounting supports on the base, ensuring the knee pad height-adjustment quick release pins are on the same side as the brake pedals.
2. Insert the two frame securing knobs and tighten by hand, ensuring they are positively engaged and secure.
3. Ensure both knee pads are facing the patient side of the device, i.e. towards the heel of the footprint decals.



### Storage & Transportation

The base and frame can be separated for easier storage and transportation. The base can be carried using the integrated handle.

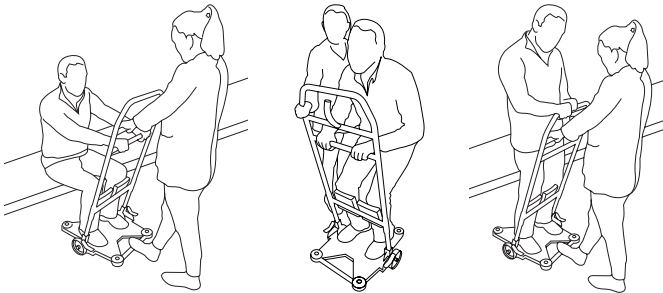


### 3. Safety Precautions

Please read and follow the safety precautions listed below. The operation and use of Oxford products is simple and straightforward. Following these few basic safety precautions will make transfer operations easy and trouble free.

#### **⚠ WARNING**

- **ALWAYS** carry out a full and thorough risk assessment prior to using the Switch.
- In order to use the Switch safely, the patient **MUST** display the following abilities:
  - Support their own body weight while standing
  - Maintain balance for an extended period while standing (with support)
  - A firm grip in order to grasp the frame handles for support and stability
  - Ability to understand and carry out instruction
- The Switch is intended for short transfers on flat/even floors.
- **ALWAYS** plan your transfer operations before commencing.
- **ALWAYS** carry out the **DAILY CHECK LIST** before using this product.
- **ALWAYS** familiarise yourself with the operating devices and safety features of this product before use.
- The caregiver(s) must **ALWAYS** apply supportive and counter force in a safe manner when the user is standing up, sitting down and during transfer. Failure to do this may result in inadvertent tipping and consequential injury to the patient and/or caregiver.



- **DO NOT** use a sling or belt unless it is recommended for use with the device.
- **ALWAYS** check the sling/belt is suitable for the particular patient and is of the correct size and capacity.
- **NEVER** use a sling/belt which is frayed or damaged.
- **ALWAYS** fit a sling/belt according to the user instructions provided.
- **ALWAYS** check the safe working load of the product(s) is/are suitable for the weight of the patient.
- **ALWAYS** carry out transfers according to the instructions in the user manual.

- **NEVER** attempt to bypass a safety feature because it seems easier to operate the product.
- **NEVER** force an operating or safety device. All devices are easy to use and do not require excessive force to operate. If a device is not working easily there will be a reason. Forcing will only strain or damage the product and may compromise safety.
- **DO NOT** move or transfer a patient with the central wheel brakes on.
- **DO NOT** attempt to manoeuvre the device by pushing on the patient.
- **ALWAYS** manoeuvre the device using the handle provided. **DO NOT** attempt to apply side force to the base or frame of the device in order to manoeuvre.
- **DO NOT** push a loaded device at speeds exceeding a slow walking pace (3 kilometres/hour 0.8 metres/second).
- **DO NOT** push the device over wet surfaces, uneven or rough ground or surfaces littered with debris, particularly when loaded.
- **DO NOT** attempt to push or pull a loaded device over a floor obstruction of which the castors are unable to ride over easily.
- **DO NOT** bump the device down steps, loaded or unloaded.
- **DO NOT** attempt to negotiate a loaded device on a slope which exceeds 1:12 (approximately 5 degrees). Joerns Healthcare recommend a second helper is present when moving a patient on a slope.
- **DO NOT** park a loaded device on **ANY** sloping surface.
- **DO NOT** lift or transfer a patient unless you are trained and competent to do so.
- Your device is for patient standing and transfers. **DO NOT** use it, or allow it to be used, for any other purpose.
- **DO NOT** use this product for self transfers; a patient must always be assisted by caregiver(s).
- **ENSURE** the caregiver(s) wear appropriate footwear when using this product.
- **OXFORD RECOMMENDS THE USE OF GENUINE OXFORD PARTS.** Oxford sling/belt and transfer products are designed to be compatible with one another. For country specific guidance on sling/belt use and compatibility, please refer to the sling/belt label or contact your local market distributor or Joerns Healthcare.

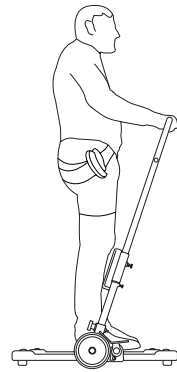
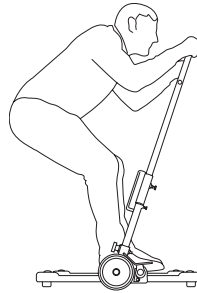
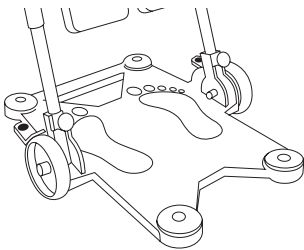
## 4. Operating Instructions

### 1. Patient Positioning

The patient's feet are placed on the footplate taking positioning guidance from the feet decals. The patient's weight must be loaded centrally on the footplate with weight distribution applied downwards through the central wheels.

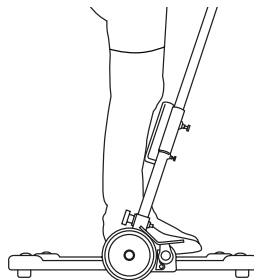
#### **⚠ WARNING**

The user's weight **MUST NOT** be distributed outside of the support surface. Failure to follow this guidance may result in inadvertent tipping and consequential injury to the patient and/or caregiver.



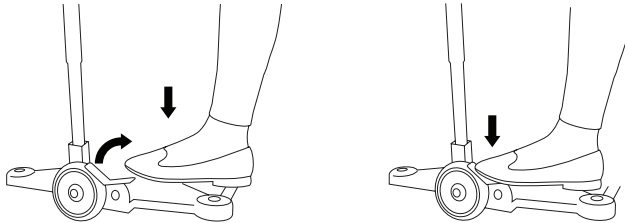
### 2. Lower Leg / Knee Support

Adjust the knee pads so that the upper edge of each pad is approximately 3cm below the lower edge of the kneecap. To adjust the height, pull the two quick release pins and adjust the sliding frame section to the appropriate height for the patient. Ensure both pins are locked securely into place. The knee pads may also be tilted or repositioned horizontally by simply sliding them left or right.



### 3. Brakes

There is a brake for each central wheel. To apply the brakes, press down with your foot on the red marked surface of each pedal. Press down firmly until the brake pedal engages and holds in position. To release the brakes, press down on the green marked surface of each pedal, ensuring the wheels rotate freely.



### 4. Standing Function

It is good practice and recommended to test a patient's standing ability prior to fully deploying the device for a transfer, especially where there is any element of doubt.



### 5. Training Function

The Switch can also be used as a training aid for standing, sitting and sit-to-stand functions. A caregiver may wish to assess the patient at regular intervals in order to evaluate their progress.





## 6. Transfer Function

For point-to-point transfers, firstly ensure both the existing and target transfer surface, e.g. chair, wheelchair, commode or bed, are secure and stable, applying brakes where applicable. For very short transfers, e.g. to a wheelchair, position the equipment in a way that allows sufficient space to operate the Switch in advance of beginning any transfer activity.

### **⚠ WARNING**

**The caregiver(s) must ALWAYS apply supportive and counter force in a safe manner when the user is standing up, sitting down and during transfer. Failure to do this may result in inadvertent tipping and consequential injury to the patient and/or caregiver.**

Place the patient's feet on to the base plate, using the feet decals as a positioning guide.

Instruct the patient to lean forwards and grab hold of one of the frame rungs, appropriate to their height, reach and comfort.

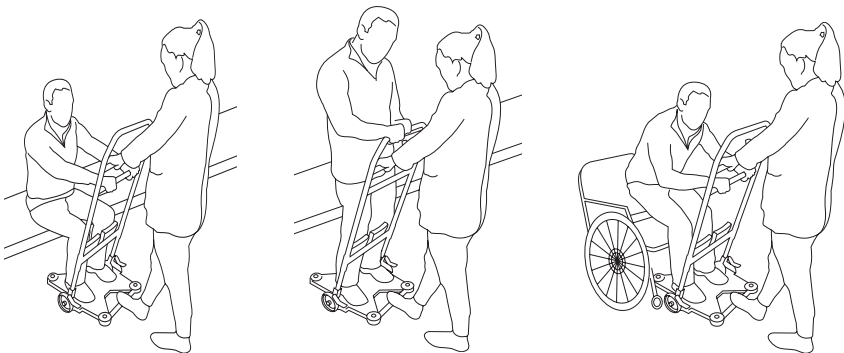
The patient is then encouraged to raise himself/herself into a standing position.

### **⚠ CAUTION**

**Caregiver(s) must ensure the patient maintains the correct position throughout the transfer.**

Manoeuvre the Switch backwards away from the starting surface and slowly move towards the target surface, ensuring the patient feels safe, stable and comfortable.

Finally, position the Switch in front of the target surface to allow optimum and safe positioning prior to asking the patient to gradually lower themselves in a controlled manner to a seated position.



## 7. Repositioning Function (Seated)

### **⚠ WARNING**

**The caregiver(s) must ALWAYS apply supportive and counter force in a safe manner when the user is standing up, sitting down and during transfer. Failure to do this may result in inadvertent tipping and consequential injury to the patient and/or caregiver.**

If the patient has slipped forwards in their chair or has slouched into a compromised and/or uncomfortable position, the Switch can be deployed to help reposition him/her further back in the chair and achieve a more upright and comfortable position.

Remove or reposition any obstructions that hinder access to the patient, e.g. wheelchair foot plates or furniture and manoeuvre the Switch in towards the patient.

Apply both brakes on the Switch to ensure a stable and secure platform.

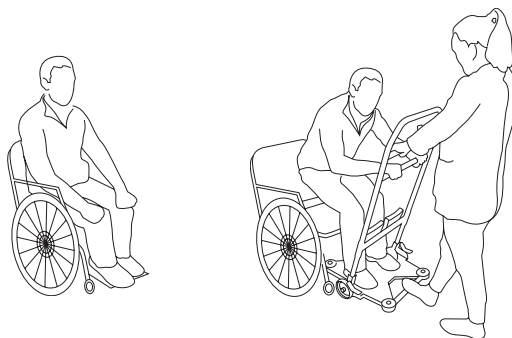
Place the patient's feet on the base plate, using the feet decals as a positioning guide.

Ask the patient to lean forwards and grab hold of one of the frame rungs, appropriate to their height, reach and comfort.

### **⚠ CAUTION**

**Caregiver(s) must ensure the patient maintains the correct position throughout the transfer.**

The patient should then raise himself/herself from the seat whilst the carer re-positions the patient further back in the chair.



## Using the Oxford Patient Handling Belt

**NOTE:** For initial and correct application, please refer to the separate user guide supplied with the Patient Handling Belt.

### **⚠ WARNING**

The caregiver(s) must **ALWAYS** apply supportive and counter force in a safe manner when the user is standing up, sitting down and during transfer. Failure to do this may result in inadvertent tipping and consequential injury to the patient and/or caregiver.

The Patient Handling Belt is an assistive accessory to help a patient rise from a seated to standing position. It can be used in combination with the Switch to not only help with standing but also to offer continued support once the patient is in a standing position.

The Patient Handling Belt provides a cradle-like support for comfort and has two handles on each side for carer-assisted standing. A longer strap, secured with a locking clip can then be looped around the attachment point on the Switch and adjusted to provide additional security and support once a standing position is achieved.

### **Dual Carer Use:**

Having fitted the Patient Handling Belt to the patient (see separate user guide), apply both brakes on the Switch to ensure a stable and secure platform.

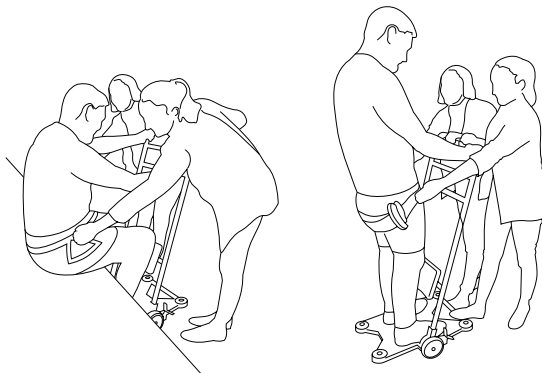
Place the patient's feet on the base plate, using the feet decals as a positioning guide.

Ask the patient to lean forwards and grab hold of one of the frame rungs, appropriate to their height, reach and comfort.

### **⚠ CAUTION**

**Caregiver(s) must ensure the patient maintains the correct position throughout the transfer.**

With a carer on either side of the patient providing support and reassurance, select and grasp the appropriate handles on the Patient Handling Belt and ask the patient to stand whilst providing the necessary assistance during raising.



## Single Carer Use:

Having fitted the Patient Handling Belt to the patient (see separate user guide), secure the clip attachment on the long strap to create an extended loop to assist with raising/standing.

Apply both brakes on the Switch to ensure a stable and secure platform.

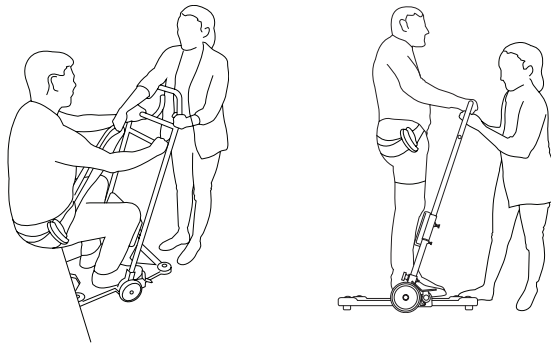
Place the patient's feet on the base plate, using the feet decals as a positioning guide.

Ask the patient to lean forwards and grab hold of one of the frame rungs, appropriate to their height, reach and comfort.

The carer can then use either the longer (clipped) loop or a handle, providing the necessary assistance during raising.

### **⚠ CAUTION**

**Caregiver(s) must ensure the patient maintains the correct position throughout the transfer.**



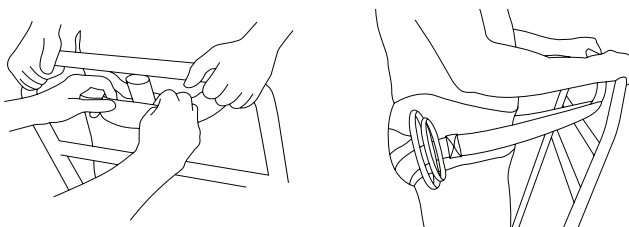
## Attachment of the Patient Handling Belt to the Switch:

### **⚠ WARNING**

**NEVER** secure the Patient Handling Belt to the Switch before the patient has reached a stable and fully standing position.

Once the patient is in the standing position, the Patient Handling Belt can be attached to the Switch by securing the long adjustable loop around the curved vertical hook on the second rung down on the frame.

Feed the longer strap length around the base of the hook, fasten the clip, ensuring positive engagement before tightening the strap enough to provide assistive support to the patient.



## Returning to a Seated Position:

Position the Switch suitably in front of the target surface and apply the brakes.

Ensure the patient is standing comfortably and securely, keeping their hands on the frame for assistance/balance.

Release the clip on the Patient Handling Belt strap and un-hook from the curved vertical hook. Tuck it away to the side of the belt to avoid any inadvertent snagging.

Providing necessary assistance, instruct the patient to gradually lower themselves in a controlled manner to a seated position.



## 5. Maintenance Schedule & Daily Check List

All Oxford products are designed for minimum maintenance, however some safety checks and procedures are required. A schedule of DAILY tasks are detailed below.

Daily checks and regular inspection will ensure your product is kept in optimum safe working condition. A list of spare parts is available upon request.

### Daily Check List:

Joerns Healthcare strongly recommend the following checks are carried out on a daily basis and before using the Switch.

### **WARNING**

**NEVER use an Oxford Switch that shows signs of damage that could endanger or compromise the safety of the patient and/or carer. Instead, seek assistance from the organisation who supplied your product or contact Joerns Healthcare directly.**

- **ENSURE** the product moves freely on its wheels.
- **ENSURE** both brakes are operational and engage correctly.
- **CONFIRM** the adjustable knee pad slides up and down and locks securely into position by operating the two rear mounted quick-release pins simultaneously.
- **INSPECT** the frame and base for signs of damage or distortion.
- **ENSURE** the frame is fully engaged and the retaining knobs are fully tightened.
- **EXAMINE** slings/belts for fraying or other damage. **DO NOT** use any sling or belt if damaged or if the sling shows signs of wear.

## Spare Parts and Repairs:

### **WARNING**

**JOERNS HEALTHCARE RECOMMENDS THE USE OF GENUINE OXFORD PARTS.**

Please contact your local authorised Oxford service provider to arrange replacement parts and repairs. If you are unsure of the organisation you need to contact, our customer service team will be more than happy to assist you. Contact details can be found on the reverse cover of this manual.

### **Cleaning:**

Using a damp cloth, wipe clean with ordinary soap and water and/or any hard surface disinfectant. Harsh chemical cleaners or abrasives should be avoided as these may damage the surface finish of the lift.

## 6. Technical Specifications

Safe Working Load.....	180kgs
Overall Width.....	550mm
Overall Height .....	1170mm
Overall Length.....	670mm
Knee Pad Height (To top of knee pad) .....	345 - 515mm
Turning Radius .....	760mm
Overall Height Of Base (Footplate).....	45mm
Ground Clearance .....	25mm
Corner Castors (4).....	33mm
Central Braked Wheels (2).....	125mm

### Weights:

Frame Assembly .....	4.5kgs
Base Assembly.....	11.5kgs

### Environmental Conditions:

Outside this environment functionality and safety may be compromised.

### Operating:

Temperature .....	5°C to 40°C
Relative humidity .....	20% to 90% @ 30°C - not condensing

### Storage:

Temperature .....	-20°C to +60°C
Relative humidity .....	20% to 90% @ 30°C - not condensing



## 7. Warranty

Joerns Healthcare has an established network of authorised distributors and service agents who will be pleased to handle all of your purchasing, warranty, repair and maintenance enquiries. It is recommended that our products are commissioned by your authorised distributor or service agent.

The distributor or service agent operates the warranty programme, so it is important to keep a record of their name, address and telephone number so they can be contacted should any problem arise. If you are in any doubt as to where your product was purchased, Joerns Healthcare can trace the supplier if you quote the serial number of the product.

All warranty claims are subject to the correct use and maintenance in accordance with the user instruction manual provided with each product. Damage caused by use in unsuitable environmental conditions or failure to maintain the product in accordance with user and service instructions is not covered. Your statutory rights remain unaffected.

**REMEMBER:** Contact your authorised distributor or service agent for purchases, repairs, servicing and certified maintenance.

Your distributor:





