

# WARDRAY PREMISE

## MR4501 MR Conditional Portering Chair



### OPERATORS MANUAL



## Introduction

Thank you for purchasing this MR Conditional product. Manufactured and tested to the highest standards it is guaranteed MR Conditional to 7.0T.

Our products are manufactured by Wardray Premise Ltd to BS EN ISO 13485 and are CE marked.

### **Manufacturing address:**

**Wardray Premise Limited, Northern Regional Office, Unit 2,  
Springvale Works, Elland Road,  
Brighouse, West Yorkshire, HD6 2RN, UK**

To ensure that you obtain maximum benefit from your product, please take a few minutes to read the enclosed information regarding operation, service and maintenance.

If you have any problems in the meantime or would like any advice about this or any other MR products from the Wardray Premise range, please contact us at our **Head Office**:

**Wardray Premise Limited, Hampton Court Estate, Summer Road  
Thames Ditton, Surrey, KT7 0SP, UK**

**Tel: +44 (0) 20 8398 9911  
Fax: +44 (0) 20 8398 8032**

E-mail: [sales@wardray-premise.com](mailto:sales@wardray-premise.com)

### **Kindly note:**

If you modify a Wardray Premise product you will invalidate your warranty.

Unless you have our express written permission to modify a product, we transfer all liabilities for modified products to you.

### **EU Authorised Representative:**

Advena Ltd  
Tower Business Centre  
2<sup>nd</sup> Floor, Tower Street  
Swatar  
BKR 4013  
Malta

## New Safety Definitions for MRI as Defined by International Standard F2503

### MR SAFE:



An item that poses no known hazards resulting from exposure to any MR environment. MR SAFE items are composed of materials that are electrically nonconductive, non-metallic, and nonmagnetic.

### MR CONDITIONAL:



An item with demonstrated safety in the MR environment within defined conditions. At a minimum, address the conditions of the static magnetic field, the switched gradient magnetic field and the radiofrequency fields. Additional conditions, including specific configurations of the item, may be required.

Supplementary marking – additional information that, in association with marking as “MR CONDITIONAL,” states via additional language the conditions in which an item can be used safely within the MR environment.

### MR UNSAFE:



An item which poses unacceptable risks to the patient, medical staff or other persons within the MR environment.

**Specification**

The MR4501 MR conditional portering chair is designed to be used in an MR environment, and is manufactured and tested to the highest standards.

The MR4501 is constructed from 2 main materials, these being aluminium, and 316 stainless steel.

The main frame is manufactured from aluminium, which whilst being MR compatible is also lightweight, this aids the easy movement of the chair.

The armrests are manufactured from 316 stainless steel which whilst also being MR compatible, give added strength.

It is advisable that this product is inspected and serviced every 12 months by a Wardray Premise trained technician.

A Service contract package is available, and details are available upon request from our Service Department on +44 (0)20 8398 9911. For international customers please contact your local Wardray Premise representative for assistance.

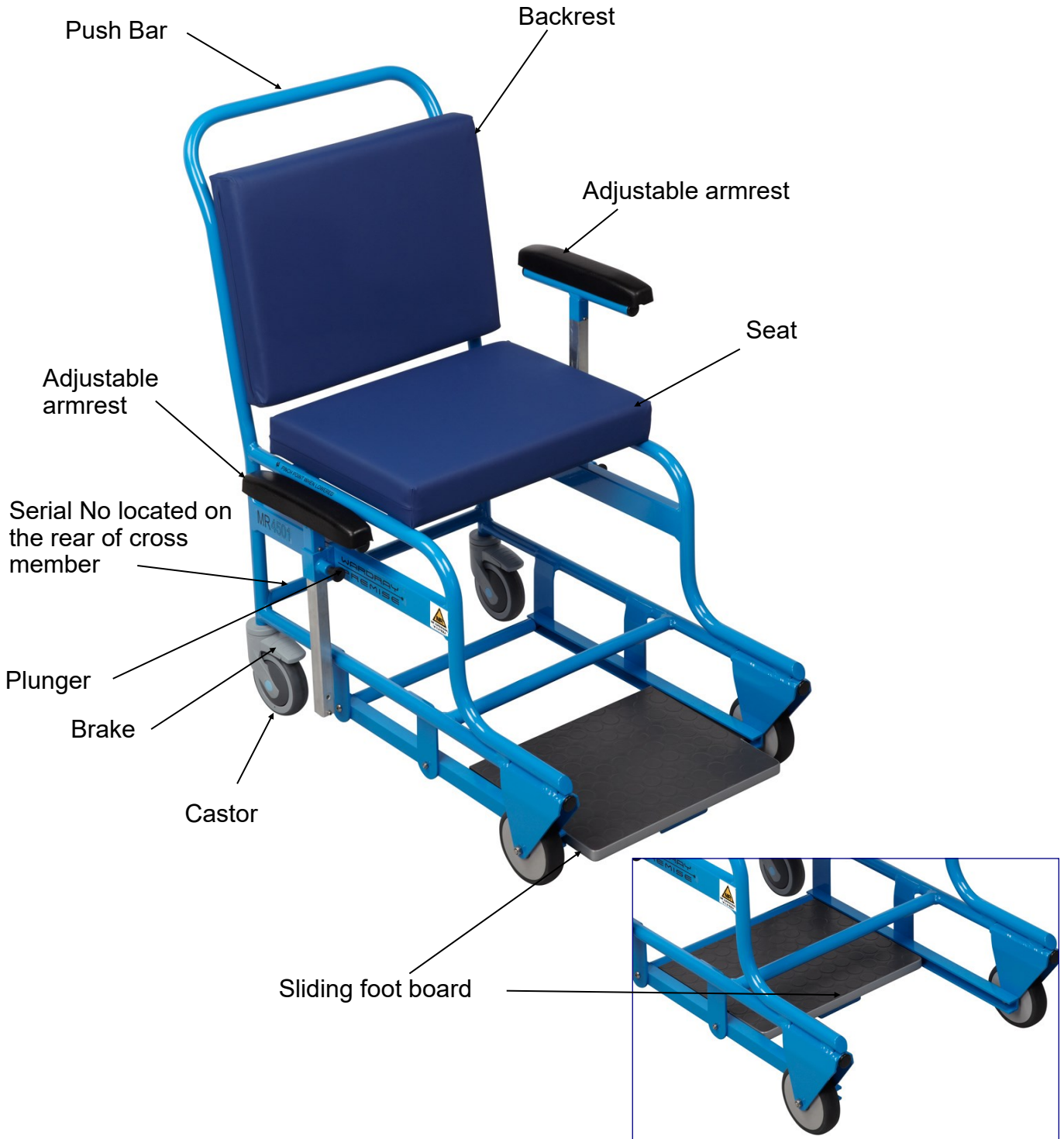
<b>Seat size</b> mm 525 x 400	<b>Max length</b> mm 933	<b>Max width</b> mm 651	<b>Low height</b> mm N/A	<b>Seat height</b> mm 540	<b>Max load</b> Kg 220
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**Maxi-** **mum**  
**patient weight 34Stone / 220Kg**

**Important Information**

The MR4501 is an adult manual mechanical wheelchair intended to provide mobility to a person limited to the sitting position as a transport chair within a healthcare facility.

**MR4501 Portering chair parts reference**



## Operating Instructions

### Armrest

Armrests have been fitted to both sides of the chair these are to aide comfort whilst the patient is sat in the chair.

The armrests should be in the lowered position when the patient is getting in and out of the portering chair.

The armrests can also be lowered to allow a patient access from the side as the armrests lower to a position below the seat level. This can easily be achieved by pulling the plunger, to disengage, then lower the armrest.

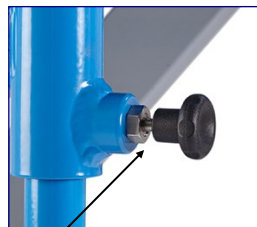
To raise the armrest, simply pull the armrest upwards. It will click as the plunger engages into position. Ensure the plunger has engaged in the locator and the armrest locked into position.

**Plunger** (Fig 1) - Pull black plunger to disengage (Fig 2).  
Each armrest has 1 plunger.

### Standard Plunger



Plunger  
Engaged Fig 1



Plunger  
Disengaged Fig 2



**IMPORTANT NOTE: Armrests have not been designed to be weight bearing. They are for the comfort of patient transport only.**

## Operating Instructions

### Foot Board

The foot board has been fitted for patient comfort. The foot board should be slid backwards to provide clear access when a patient gets in and out of the chair (Fig 1).

Once a patient is seated the foot board can be slid forwards providing a wide area for the patient's feet. Ensure that the patient's feet are on the foot board before transporting the patient.

#### **IMPORTANT NOTE:**

**DO NOT** allow patients to stand on the foot board when getting in or out of the chair, as the chair will be unstable. In addition, foot board has not been designed to be weight bearing.



Fig 1

### Braking system

The portering chair is fitted with two 150mm diameter, individually braked castors on the rear of the chair. To engage the brakes place your foot on the front part of the brake lever (Fig 2) and push down firmly, the brake will lock in place and stop the castor from moving.

To release the brake place your foot on the rear part of the brake lever (Fig 3) and press down firmly, this will release the brake.



Press down firmly to lock

Fig 2



Press down firmly to release

Fig 3

#### **IMPORTANT NOTE:**

**Ensure all 2 brakes are applied before patients sit / alight from the chair.**

## Do's and Don'ts

### **Do ensure the following are observed:**

- Patients / users should not be transported in vehicles of any kind whilst seated in a portering chair. There are no known types of approved tie down systems for safe transportation of a user in a portering chair, in a moving vehicle of any type.
- The MR4501 MR conditional portering chair is intended for the assisted movement of a non ambulatory patient.
- The portering chair is intended for internal use within the hospital / facility over the normal range of surfaces encountered.
- The portering chair should always be used by properly trained staff at all times.
- The portering chair must only be used for the purpose for which it is designed.
- Always refer to and comply with your organisation's patient movement policy.
- Ensure that patient does not weigh more than 220Kgs / 485lbs / 34Stone.
- Ensure that the brakes are on before a patient gets in / out of the chair.
- Make sure that the foot board is out of the way whilst patient is getting on or off the chair ( Page 7, Fig 1)
- Ensure relevant armrest is down if patient is being slid onto the portering chair from the side.
- Ensure that the patient's feet are safely on the foot board before disengaging the brakes and transporting the patient.
- Ensure that both armrests are in the upper locked position when transporting the patient.



## Do's and Don'ts

### Don't:

- attempt to pull the portering chair with a patient in. It must be **pushed** at all times.
- operate the portering chair on roads, streets or highways.
- use to go up or down inclines of greater than 9 degrees.
- attempt to go up or down stairs.
- use an escalator to move a portering chair between floors. Serious bodily harm may occur.
- attempt to move up or down inclines with water, ice or oil film.
- stand on footrest when getting in / out of the portering chair, make sure the foot board is pushed backwards out of the way.
- transfer patients into / out of the portering chair unless both brakes are applied.
- move the portering chair with a patient on board, until the two armrests are in the upright and locked position.
- attempt to tilt the portering chair with a patient in it.
- attach or place any ferrous items on the chair.
- leave an occupied / unoccupied portering chair on an incline.

## **Recommendations**

Always refer to and comply with your organisations patient movement policy.

We recommend that all staff using the chair receive appropriate manual handling training and that appropriate risk assessments are completed.

Additional patient handling equipment such as slings / rota stands / stand aids should be considered as part of your risk assessment.

It is important that the portering chair is pushed at all times and not pulled. Pulling the chair whilst occupied could result in the patient being 'tipped out'.

It is recommended that the chair should be serviced regularly, but only by Wardray Premise trained engineers, as they will carry the correct spares to guarantee the continued safety and compatibility of the chair. Failure to comply with this will invalidate your warranty and could compromise the MR compatibility and safety of this product.

## General Maintenance

It is strongly recommended that the following checks be carried out on a weekly basis by facility personnel to ensure trouble free operation of the MR4501 portering chair.

- Check that the portering chair runs straight (no excessive drag or pull to one side).
- Ensure that there is no excessive side movement of rear wheels when the portering chair is lifted and wheels spun.
- Inspect seat and back upholstery for sagging, cracking and any other obvious signs of damage or contamination. Report any damage.
- Inspect for any broken or loose parts.
- Inspect castors for damage. Remove any debris that may have become caught in the brake and around the axle, this is a common occurrence, and can lead to a shortened life expectancy of the castors if left unattended.
- Check for correct operation of brakes.
- Check armrest for correct operation and damage to padded section.
- Check operation of footboard for ease of movement.

Do not attempt to rectify any faults on the chair without contacting Wardray Premise.

There is no Service Manual available for this product.

Please register your product with us, via the Warranty Registration Form (see page 13), for ease of contact in case of urgent upgrades or recalls.

**If the unit is damaged please do not attempt to repair as this could invalidate your warranty and could compromise its MR integrity and therefore safety, please call or email Wardray Premise Limited:**

T: +44 (0) 20 8398 9911  
F: +44 (0) 20 8398 8032  
E-MAIL: [sales@wardray-premise.com](mailto:sales@wardray-premise.com)

**Please include the product code and the product's serial number when contacting Wardray Premise.**



## **Cleaning**

This product should be washed with a disposable cloth wrung out in a solution of warm water and detergent. The product should be rinsed with warm water and dried thoroughly with paper towels.

If required the product can be washed down with hand hot sodium hypochlorite solution up to 1% or 10000 parts per million chlorine combined with a detergent. Alternatively, follow your local guidelines or instructions.

**If any of the above give cause for concern, please contact your Wardray Premise service provider.**

## **EU Declarations of Conformity and Magnetic Testing**

Documentation is available upon request.



Wardray Premise Limited  
Hampton Court Estate  
Summer Road Thames Ditton  
Surrey KT7 0SP  
UK

Tel: +44 (0)20 8398 9911

Fax: +44 (0)20 8398 8032

e-mail: [sales@wardray-premise.com](mailto:sales@wardray-premise.com)

Website: [www.wardray-premise.com](http://www.wardray-premise.com)

## WARRANTY REGISTRATION FORM

**To receive full warranty cover on your equipment, please complete and return this form at your earliest convenience**

Reply e-mail: [sales@wardray-premise.com](mailto:sales@wardray-premise.com)

Reply Fax: +44 (0)20 8398 8032

Name:	
Job Title:	
Company:	
Address:	
Telephone:	
Fax:	
Email:	
Product Code/ Description:	
Product Serial/ Reference No:	
Please enter date Product received:	

If your department currently has any other Wardray Premise Ltd. equipment, which is not already covered under a service contract, please contact [Servicing-Admin@wardray-premise.com](mailto:Servicing-Admin@wardray-premise.com) to discuss an all-inclusive package.

If you would like any further information or would like to be contacted regarding any of our products, please add your enquiry to the box below.