

INSTRUCTIONS FOR USE

# MaxiOnce



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# Foreword

Thank you for purchasing Arjo products.

Arjo *MaxiOnce*™ is a quality product designed especially for hospital use.

We are dedicated to serving your needs and providing the best products available along with training that will bring your staff maximum benefit from every Arjo product.

Please contact us if you have any questions about the use or maintenance of your Arjo products.

### **Please read this manual thoroughly!**

Please read this manual in its entirety before using *MaxiOnce*. Information in the manual is crucial to the proper use and maintenance of the product and will help protect your product and ensure that it performs to your satisfaction. Some of the information in this manual is important for your safety and must be read and understood to help prevent possible injury.

Unauthorized modifications on any Arjo equipment may affect its safety. Arjo will not be held responsible for any accidents, incidents or lack of performance that occur as a result of any unauthorized modification to its products.

If a serious incident occurs in relation to this medical device, affecting the user, or the patient then the user or patient should report the serious incident to the medical device manufacturer or the distributor. In the European Union, the user should also report the serious incident to the Competent Authority in the member state where they are located.

### **For Service and Support**

Please use the contact information for your country on the last page of this manual.

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# Safety Instructions

## Read before use



Before using *MaxiOnce*, you must read and fully understand these instructions for use. You must be trained on *MaxiOnce*, and any accessories, as well as on its functions. These instructions for use are mandatory for the safe and effective handling of *MaxiOnce*, including the safety of patients and caregivers.

## Definitions and symbols used in this manual:



### WARNING

Means: failure to follow these instructions may result in injury to yourself or to others.



### CAUTION

Means: failure to follow these instructions may cause damage to the product(s).

## Intended Use

- The Arjo *MaxiOnce* is a single use disposable sliding aid. The same *MaxiOnce* should not be used with more than one specific patient, should be used for one occasion only and should be disposed of after use.
- The *MaxiOnce* is intended to assist caregivers in lateral transfers in hospitals. The use of a sliding aid is recommended on patients with restricted mobility by appropriately trained caregivers with adequate knowledge of the care environment, its common practices and procedures and in accordance with the guidelines in the instructions for use.
- Arjo strongly recommends caregivers to work in pairs when transferring patients.

## Patient Assessment

- An individual assessment of the patient's health condition should be carried out by a qualified nurse or therapist before each actual transfer situation.
- Sliding techniques can be used successfully with patients of all dependency levels, but they should be subjected to a suitable assessment. Factors you should consider are environment, characteristics of the patient, the task you are performing and the caregiver's individual capability.



### WARNING

- *MaxiOnce* should only be used by appropriately trained staff.
- Never leave the patient unattended.
- For safety reasons, always ensure that there is a caregiver on both sides of the support surface.
- Transfer the patient with caution. Perform the movement at a calm and steady pace.
- Remove *MaxiOnce* from the patient once the transfer has been performed.
- Do not touch the indented edge of the *MaxiOnce* holder since it is very sharp.
- *MaxiOnce* is not designed for lifting and must not be used as a lifting aid.
- Always engage the brakes when transferring from bed to bench / trolley / wheel chair / commode chair and vice versa.
- The transfer / support surface should be lowered to its ergonomically correct height for the caregiver during the manoeuvre.
- After the transfer, the side rails should be put back into position and the transfer surface should be lowered.
- Do not leave the *MaxiOnce* on the floor or any other surface since it is extremely slippery and accidents could occur.
- Store away from children.
- Dispose of the *MaxiOnce* after it has been used.

## Medical Contraindications

- Do not use *MaxiOnce* sliding sheet to move patients with unstable cervical, thoracic and/or lumbar fracture.



### CAUTION

- The *MaxiOnce* is a single use disposable device. If washed or subjected to any liquids or soil, it must be disposed of. It must not be sterilized for re-use.
- Use *MaxiOnce* within 6 months of unpacking.
- It is essential to protect the *MaxiOnce* rolls against contamination, heat, wetness and sun, otherwise the sliding properties could worsen.
- For best results use of *MaxiOnce* rolls within 12 months. Otherwise the product properties could worsen.

# Product Description

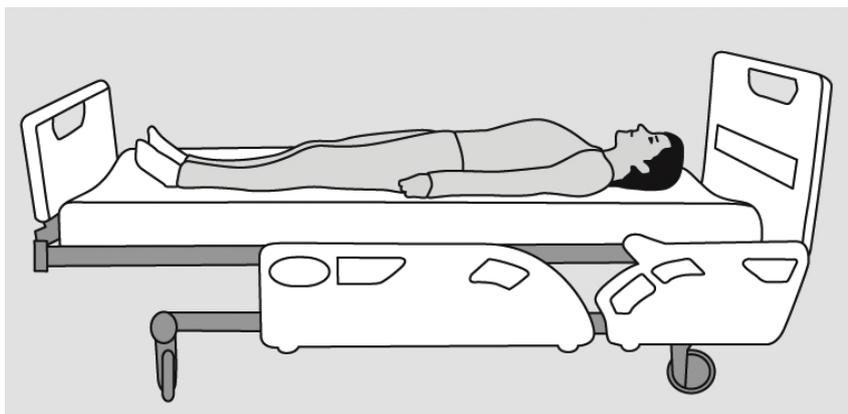
The *MaxiOnce* sliding aid is to be used as an assisting device for lateral transfer of patients in a recumbent position from one horizontal support surface to another.

**Approved Accesories:** The *MaxiOnce* roll is designed to be dispensed from a *MaxiOnce* holder.

*MaxiOnce* is made of a low density polyethylene. All materials used in the sliding aid comply with established biocompatibility standards and have been tested accordingly (ISO10993). The *MaxiOnce* is latex-free. *MaxiOnce* is delivered in a cardboard box. The roll is 31<sup>1</sup>/<sub>2</sub> inches / 80 cm wide and 109 yards / 100 m long. Once removed from the box, insert the roll into the *MaxiOnce* holder. The holder is also delivered in a cardboard box. Please see separate instructions on how to assemble the holder NMA2000.

The set-up enables an efficient use of the roll since only the necessary length of material needs to be taken from the roll before each transfer. Between each Arjo logo, the distance is approximately 12 inches / 1 foot / 30 cm, see figure 1. The chart below shows the required length of *MaxiOnce* to be pulled from the roll. The chart refers to the length of the patient, see figure 2. Dependent on the size and shape of the patient, it may be necessary to increase the amount of material pulled off. If there is a risk that the width of *MaxiOnce* will not cover the full length of transfer, you are advised to pull 2 full-length sliding aids from the roll. We suggest that you always cut along the zigzag line.

| Length (feet) | Length (meters) | Number Arjo logos |
|---------------|-----------------|-------------------|
| 4 - 5         | 1.20 - 1.50     | 5                 |
| 5 - 6         | 1.50 - 1.80     | 6                 |
| 6 - 7         | 1.80 - 2.10     | 7                 |
| 7 - 8         | 2,10 - 2.40     | 8                 |



## MaxiOnce Products

NMA1000 *MaxiOnce*

- Width 31<sup>1</sup>/<sub>2</sub> inches / 800 mm

- Length 109 y / 100 m

NMA2000 *MaxiOnce* Holder

- Please refer to the separate instructions for use regarding assembly and installation.

# Using MaxiOnce

The techniques shown in this manual are examples of the latest ergonomically correct patient handling manoeuvres, based on sound biomechanical principles and safe utilization. Pushing actions are carried out at a high level to avoid jolting and to allow the caregiver to profit from his or her strong leg muscles. Pulling is carried out at a lower height, with the elbows straight, to avoid overuse of shoulders and to allow use of the leg muscles to achieve movement.

If a pressure releasing mattress is used, gently push down to assist fitting. You may also find it helpful to set the mattress pressure to a firm setting for the procedure.

Start by placing your hands on the *MaxiOnce*, rolling backwards or forwards to receive enough material to firmly grasp it along the edges, see figure 2. While pulling out the material, please count the Arjo logos to receive the correct length, see figure 3. The distance between each logo is 1 ft / 30 cm. These instructions are the same regardless if the *MaxiOnce* holder is attached to a table or a wall.

To tear off the desired length, quickly and firmly pull the *MaxiOnce* in one move from one side of the indented edge to the other, see figure 4. We suggest that you tear along the zigzag line.

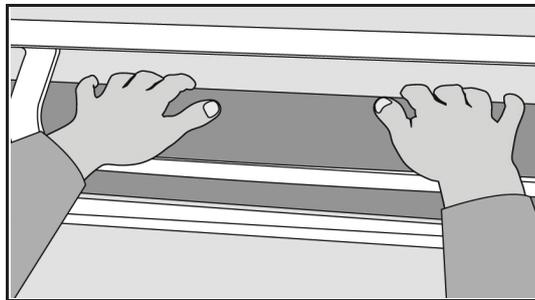


Figure 2

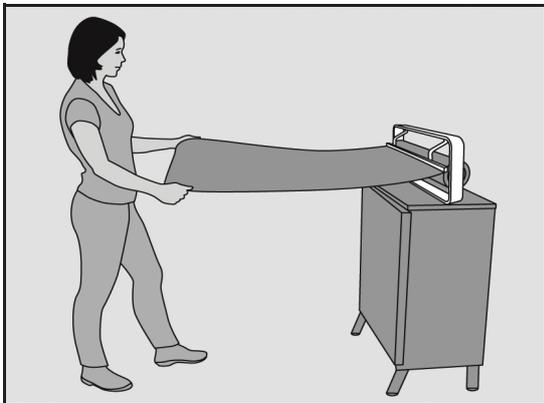


Figure 3

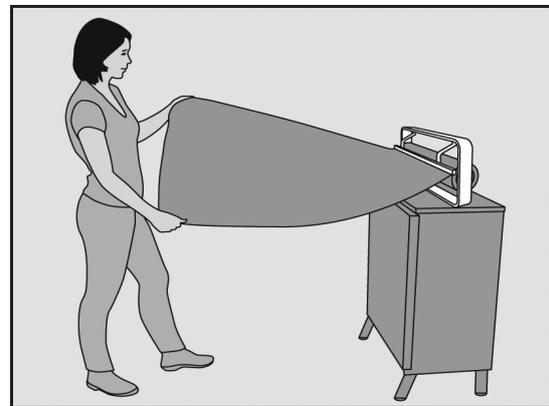


Figure 4

Before performing the lateral transfer, ensure that the wheels are solidly locked. To facilitate the transfer, position the receiving surface slightly lower than the surface where the transfer starts from.

## 1. Applying MaxiOnce

Arjo recommends two different techniques for positioning the *MaxiOnce* under the patient, the unravelling and the log-rolling techniques. Some patients, e.g. those who are in pain or in poor medical condition, may not be suitable for log-rolling. In these cases, the unravelling technique is a more appropriate way to apply a *MaxiOnce*.

# Using MaxiOnce

## 1a. The unravelling technique

Fold *MaxiOnce* in approximately 8 inch / 20 cm folds, see figure 5. Then turn the folded *MaxiOnce* over, so the folded side is closest to the transfer surface, see figure 6.



Figure 5

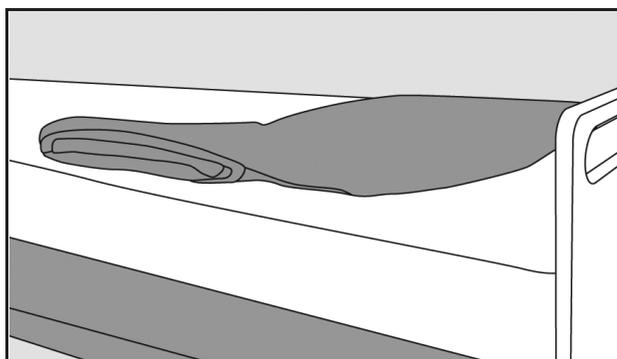


Figure 6

Place the roll surface under the patient's head and pillow, see figure 7, to unravel from head to feet.

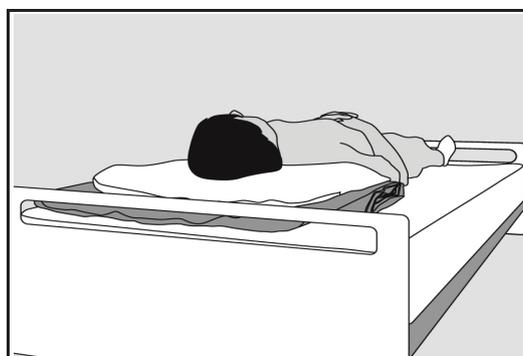


Figure 7

Work in pairs. Start by holding the top end of the *MaxiOnce* with your outside hand to secure the sliding aid, see figure 8. By using clear commands, simultaneously unravel the *MaxiOnce* in stages - one fold at a time - with your inside hand while keeping the dorsum of the hand in contact with the support surface. Do not pull upwards. Unfold the folds away from the patient to avoid skin shear.



Figure 8

# Using MaxiOnce

## 1b. The log-roll technique with a draw sheet

Before positioning the *MaxiOnce*, place a draw sheet in the bed.

Bend the patient's leg on the far side and place your hands on his or her thigh and shoulder. Tilt the patient towards you, in the opposite direction in which the lateral transfer will be performed. Use the draw sheet to secure the patient in this position, see figure 9. Apply the *MaxiOnce* under the patient's body, so that there is as much material as possible for the patient to slide on. The caregiver on the other side of the bed places the *MaxiOnce* under the patient. Gently tilt the patient back into a supine position. If needed to ascertain that the whole body of the patient is positioned on the *MaxiOnce*, please repeat by tilting the patient towards the other side. Pull and straighten out the *MaxiOnce* and draw sheet if needed. If the transfer distance is longer than the width of the *MaxiOnce*, make sure to have pulled 2 pieces of *MaxiOnce* from the roll; one piece is placed under the patient, the other on the receiving surface.



Figure 9

## 1c. The log-roll technique without a draw sheet

Bend the patient's leg on the far side and place your hands on the patient's thigh and shoulder. Tilt the patient towards you, in the opposite direction in which the lateral transfer will be performed, so that there will be as much material as possible for the patient to slide on. The other caregiver places the *MaxiOnce* under the patient, see figure 10. Then, gently tilt the patient back onto the *MaxiOnce* into a supine position. If needed to ascertain that the whole body of the patient is positioned on the *MaxiOnce*, please repeat by tilting the patient towards the other side, see figure 11. Pull and straighten out the *MaxiOnce* if needed.



Figure 10



Figure 11

# Using MaxiOnce

## 2. Lateral Transfer

### 2a. Lateral transfer with a draw sheet

The advantages of a transfer with a *MaxiOnce* and a draw sheet is the participation of both caregivers in the actual transfer, one pushing and the other one pulling. After initiating the push, the length of the draw sheet provides additional reach for the colleague on the receiving side to pull.

Initiate the transfer by gently pushing the patient away from you, using your body weight. Take care not to overstretch. Distribute the pressure on the patient's shoulder and hip. The caregiver on the receiving side will simultaneously pull the draw sheet and secure the transfer by standing at the receiving end. Use the lower short side of the draw sheet as shown in figure 12. Ensure that the head of the patient slides along safely and comfortably.

If there is a risk that the *MaxiOnce* will not cover the full length of the transfer, place another *MaxiOnce* on the receiving surface.

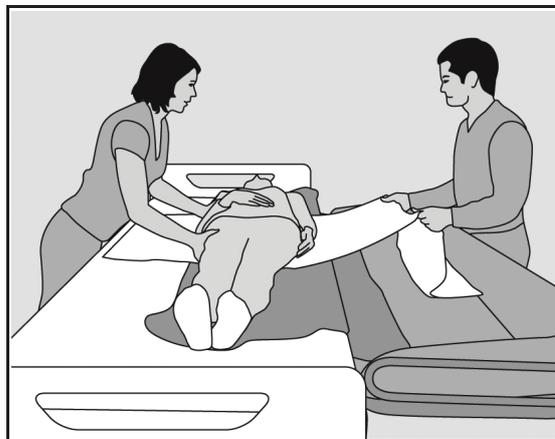


Figure 12

### 2b. Lateral transfer without a draw sheet

If allowed by both the patient assessment and the length of the transfer, it is possible to use the *MaxiOnce* for a lateral transfer without a draw sheet after having applied the sliding aid by either using the unravelling or the log-roll technique.

Initiate the transfer by gently pushing the patient away from you, using your body weight, see figure 13. Take care not to overstretch. Distribute the pressure on the patient's shoulder, hip and leg. One caregiver secures the transfer by standing on the receiving end. Ensure that the head of the patient slides along safely and comfortably.



Figure 13

# Using MaxiOnce

## 3. Removing MaxiOnce

### 3a. Removing while the patient remains in a supine position

If the *MaxiOnce* has been applied by the unravelling technique, we suggest the following technique for removing the sliding aid. Remove the *MaxiOnce* by inserting your hand under the sliding aid where the lowest amount of pressure is, for instance under the patient's neck, under the curve of the back or under the hock, see figure 14. Grasp the lower layer of the *MaxiOnce* and pull the layer towards you, slowly removing the *MaxiOnce*.



Figure 14

### 3b. Reverse log-roll with or without a draw sheet

When removing the *MaxiOnce* by performing a reversed log-roll, we propound the tilting of the patient to be done in the same direction as the lateral transfer was performed. By doing so, you minimize the amount of *MaxiOnce* material to be removed by the caregiver behind the patient's back. Gently tilt back the patient into a supine position, see figures 15 and 16.



Figure 15

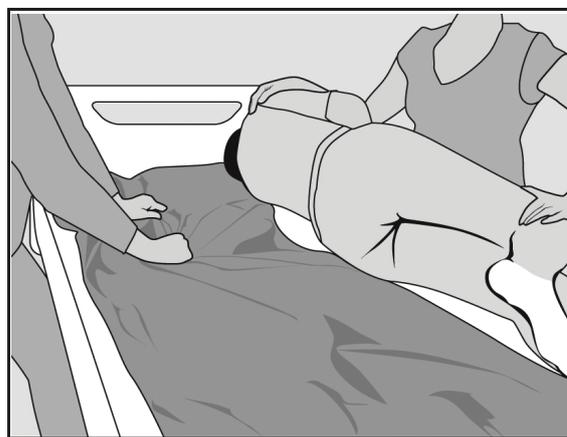


Figure 16

# Care of MaxiOnce

## Maintenance, storage and recycling instructions

*MaxiOnce* is a single use disposable sliding aid. The same *MaxiOnce* should only be used for one specific patient and for one occasion.

Do not store installed *MaxiOnce* rolls or unused boxes of *MaxiOnce* rolls in a wet environment.

Do not wet wipe, wash, disinfect or sterilize the *MaxiOnce*.

The *MaxiOnce* must be treated as a disposable product. It can be recycled in accordance with national and local regulations for low density polyethylene, LDPE, and in accordance with internal hospital regulations. *MaxiOnce* does not contain any hazardous substances.

## End of Life Disposal

Fabric material or any other textiles, polymers or plastic materials etc. should be sorted as combustible waste.

## Label

Product information label on gable.

## Symbols

|   |  |
|---|--|
|   | Manufactured by  |
|  | Manufacturing date   |
|  | Read the instructions for use before using your Maxi Once                                    |
|  | Do not re-use  |
|  | Do not wash  |
|  | Attention slippery material  |
|  | CE marking indicating conformity with European Community harmonised legislation              |
|  | Low Density Polyethylene   |
|  | Indicates the product is a Medical Device according to EU Medical Device Regulation 2017/745 |
|  | Unique device identifier   |
|  | Article number   |
|  | Lot number   |

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