



CASTER SYSTEM

USER MANUAL



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SURETREK™ CASTER SYSTEM

USER MANUAL

INTRODUCTION

The SureTrek™ Caster System is a responsive solution that gives caregivers greater control over patient ambulation. The system features a pedal on each caster that locks each wheel's swivel and rotation and an additional pedal on the two leg casters that locks the leg caster swivel function in a straight-forward orientation.

This gives caregivers the option to secure the IVEA in place, enable the IVEA's tight-turning capability, which is useful in small spaces such as hospital bathrooms, or secure the leg casters in a forward-tracking position for ambulation. The SureTrek System was designed to enhance the IVEA's performance when it is used in concert with good caregiver judgment.

This manual provides operating instructions and product information including:

1. Installation
2. Operation
3. Indications for Use
4. Contraindications for Use
5. Warnings
6. Proper Use
7. Cleaning

Every caregiver who uses the IVEA should read this manual, as well as the IVEA User Manual. We also recommend that caregivers familiarize themselves with the feel of the SureTrek casters before they use them with patients.

NOTE: The SureTrek™ Caster System, is not intended to replace or supersede good caregiver judgment.

NOTE: The term "caregiver" refers to all nurses, physical therapists, aides, transport personnel, occupational therapists, and other healthcare professionals who use the IVEA with patients.

INSTALLATION

The SureTrek™ Caster System includes left and right leg casters marked L and R, (Fig. 1 & 2) with blue and yellow pedals (Fig. 3), and two identical nose casters with blue pedals (Fig. 4).



(Fig. 1)



(Fig. 2)



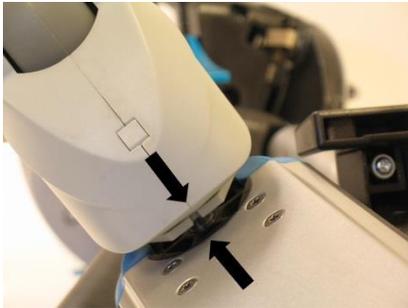
(Fig. 3)



(Fig. 4)

To install the system:

1. Remove all peripheral equipment from the IVEA and collapse it by gently depressing the blue foot pedal at the interior base of the unit (see IVEA User Manual). Position the collapsed device so that the undersides of the legs face upward.
2. Remove all four existing casters from the IVEA. Pull in-line with the caster stem and wiggle the caster while pulling if necessary.
3. Locate the leg caster marked L on the hex surface. Engage the brake by depressing the blue pedal. Partially insert the caster stem into the end socket of the left leg, which is on the same side as the oxygen tank hoop. Rotate the caster until the notch in the hex is positioned exactly as shown (Fig. 5). The notch should be positioned in line with the leg. The SureTrek tracking system will not work if the notch is improperly oriented. Push the caster fully into place, making sure the hex engages its socket (Fig. 6 & 7).



(Fig. 5)



(Fig. 6 - CORRECT)



(Fig. 7 - INCORRECT)

4. Repeat Step 3 with the right leg caster marked R, making certain the notch is oriented correctly and the hex is fully engaged.
5. Engage the brake of a nose caster by depressing the blue pedal marked ON. Insert the caster stem into a socket in the IVEA nose. Rotate the caster until the hex sides align with the socket, then push fully into place. Note that nose casters do not have orientation notches.
6. Repeat Step 5 with the second nose caster. Release the brakes on all four casters by pulling up on the blue pedals.

7. Deploy the IVEA by carefully following the Preparation for Use Instructions (Page 11 of the IVEA User Manual). When all four casters are correctly installed, the deployed IVEA will rest stably on the floor. If not stable, check that all caster hexes are fully engaged in their mating sockets.

NOTE: Do not mix standard and SureTrek casters. All four SureTrek casters must be installed in order for the system to function properly.

For visual installation and deployment instructions, please watch this [video](#).

Caster Retention Adjustment

If a caster is found to be loose fitting in its socket and better retention is desired, a small adjustment to the grip ring can be easily performed as a remedy. With the caster brake function engaged, insert the tip of a small flat-blade screwdriver into the grip ring gap and slightly expand the ring by twisting the screwdriver handle (Fig 8). Expand only in very small increments, testing the fit in the socket after each adjustment until proper retention is obtained.

CAUTION: Wear a work glove to prevent injury should the screwdriver slip.



(Fig. 8)

OPERATION

Leg Caster Operation Instructions

1. **To lock caster**, press down on the blue pedal with your toe until it clicks. This function prevents the caster from both rolling and swiveling. **To release**, press the adjacent yellow pedal down until the blue pedal pops up.
2. **For tracking function**, press down on the yellow pedal with your toe until it locks. This function prevents the caster from swiveling and helps control the equipment's direction as it's pushed forward. **To release**, press the adjacent blue pedal down until the yellow pedal pops up.

IMPORTANT: Yellow tracking pedals can be depressed with the caster in any swivel orientation. Move the IVEA straight forward, and the tracking system will engage.

NOTE: If the yellow pedals are engaged but the leg casters do not lock in the straight forward position, left and right casters may be reversed, or hex notches may not be aligned correctly. Please review the installation instructions, watch installation [video](#) and confirm proper installation.

Nose Caster Operation Instructions

To lock caster, press down on blue pedal marked "ON" with your toe until it clicks. This function prevents the caster from both rolling and swiveling. **To release**, press down on the pedal marked "OFF."

INDICATIONS FOR USE

Departments

Like the IVEA, the SureTrek™ Caster System is intended for Med-Surg care. Suitable departments include, but are not limited to, Medical, Ortho, Post-Surgical, Oncology, Neuro, Post-Trauma and some Cardiac units.

Patients

Mobile patients will benefit most from SureTrek, particularly those who need ambulatory assistance. Patients with equipment such as IVs, infusion pumps, chest tubes, catheter,

drainage devices, O2, PCAs, and feeding tubes who are ready or nearly ready to ambulate are ideal candidates.

CONTRAINDICATIONS FOR USE

Departments

The SureTrek™ Caster System isn't contraindicated for any particular department, but will be less useful in intensive care units where patients are comatose, under general anesthesia or confined to bed rest, and in short-term care units where patients do not require infusions or other supportive therapies.

Patients

Patients who require full weight-bearing assistance should not use the IVEA with or without the SureTrek System. While SureTrek is designed to give caregivers more options for patient ambulation, it isn't intended to support a patient's full weight.

WARNINGS

The following warnings apply to use of the SureTrek System within a facility's usual and accepted parameters of patient care. They are not intended to anticipate or address problems that might result from policy noncompliance or irresponsible decision-making.

WARNING! Use of the SureTrek System is not intended to replace or supersede professional caregiver judgment. Responsible consideration of a patient's needs, limitations and abilities should govern any use of this product.

WARNING! Special care should be taken when using the SureTrek System with patients considered to be at risk for falls. These patients include, but are not limited to, those who manifest specific intrinsic and extrinsic factors that may, or may not, have been determined through risk assessment evaluation.

WARNING! Improper use of the SureTrek System may result in injuries to the patient and/or caregiver. Proper care must be taken to follow all instructions and to use the SureTrek System only as intended.

WARNING! Pulling back on the IVEA's handles may result in the product tipping toward the rear. This potential is increased if the blue pedals on the leg casters of the SureTrek System are engaged, the patient is sitting, and the handles are deployed in a high position. See further information in the IVEA User Manual concerning "Handle Height Adjustment" under "Features and Their Proper Use."

WARNING! Attempts to ride or mount the IVEA may result in serious personal injury. No part of the IVEA or the SureTrek System should be used in any manner inconsistent with its proper use.

WARNING! The IVEA is rated for a patient weight of 300 lbs (136 kg). To avoid possible injury and/or product failure, avoid using the IVEA with patients weighing more than 300 lbs (136 kg).

WARNING! Do not modify the SureTrek System. For questions or concerns about the product, contact Firefly Medical at (970) 472-5323 or email info@iveamobility.com.

PROPER USE

This section describes correct use of the SureTrek™ Caster System. It assumes that the IVEA has been properly deployed and is being used with an appropriate patient.

Ambulation

SureTrek is designed to limit the tight-turning capability and side-to-side movement of the IVEA during ambulation by locking the swivel feature of the leg casters and engaging them in a forward-tracking position.

The caregiver should be familiar with the feel and action of the SureTrek System before using it with a patient. The caregiver should engage the SureTrek System if he or she determines that the patient's condition warrants use of the system's single-track function.

To engage the SureTrek System, first lock both nose casters. Then press down on the yellow pedals of both leg casters with your toe until they click. The leg casters can be at

any orientation to the legs when the yellow pedals are pressed. Unlock the nose casters. Push the IVEA forward until the leg casters move into the forward-tracking position.

Before placing a patient on the IVEA, test the SureTrek System to be sure it's fully engaged by exerting moderate lateral pressure on the IVEA. If the SureTrek System is fully engaged, the leg casters will not move side to side.

Bedside

All four casters lock to prevent wheel rotation during bedside use or in other situations when the patient and equipment are stationary. It is advisable to engage at least one caster lock when the equipment is positioned bedside.

NOTE: Always disengage all blue pedals when moving the deployed IVEA from one position or place to another.

Bathrooms and Other Tight Spaces

When the SureTrek System is engaged, the two nose casters still pivot fully, but maneuverability of the IVEA is limited. For use in tight quarters such as a bathroom, consider disengaging the tracking system to restore the IVEA's optimal turning radius.

CLEANING

Before cleaning the IVEA, remove all infusion pumps and other devices from the unit. If a power strip is mounted to the IVEA, disconnect it from any external power source to prevent possible electrical shock.

DO NOT steam sterilize or EtO (Ethylene Oxide) sterilize the IVEA. DO NOT immerse the IVEA or any of its components in order to clean it.

Use OSHA-compliant and facility-approved cleaning agents to wipe down all exposed surfaces of the IVEA after patient use. Use a disposable wipe or dampen a cloth with cleaning agent to clean the equipment.

To avoid damage to the IVEA, make sure that the wipe or cloth is not oversaturated. Do not spray cleaning agent directly on the equipment.

A cleaning protocol following non-isolation patient use might include the following steps:

1. Wipe down all surfaces with a disinfectant suitable for combating blood-borne pathogens (such as Virex).
2. Use a sponge or cloth, properly-moistened with a non-staining, multi-surface disinfectant (such as Alpha HP) to scrub stubborn or visible contaminants from IVEA.
3. Use an industry-grade disposable product (such as Sani-Cloth Bleach Wipes) to disinfect any gaps, grooves or recessed areas on the product.

NOTE: Additional precautions and cleaning protocols may be required after use by patients classified as "isolation." Refer to your facility's policies for proper cleaning protocols.

For more information about the IVEA, please refer to the online [User Manual](#) and the [Instructional Video](#).

For additional regulatory information, product warranty information or assistance, please refer to the Company website at www.iveamobility.com.

SureTrek™ Caster System

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