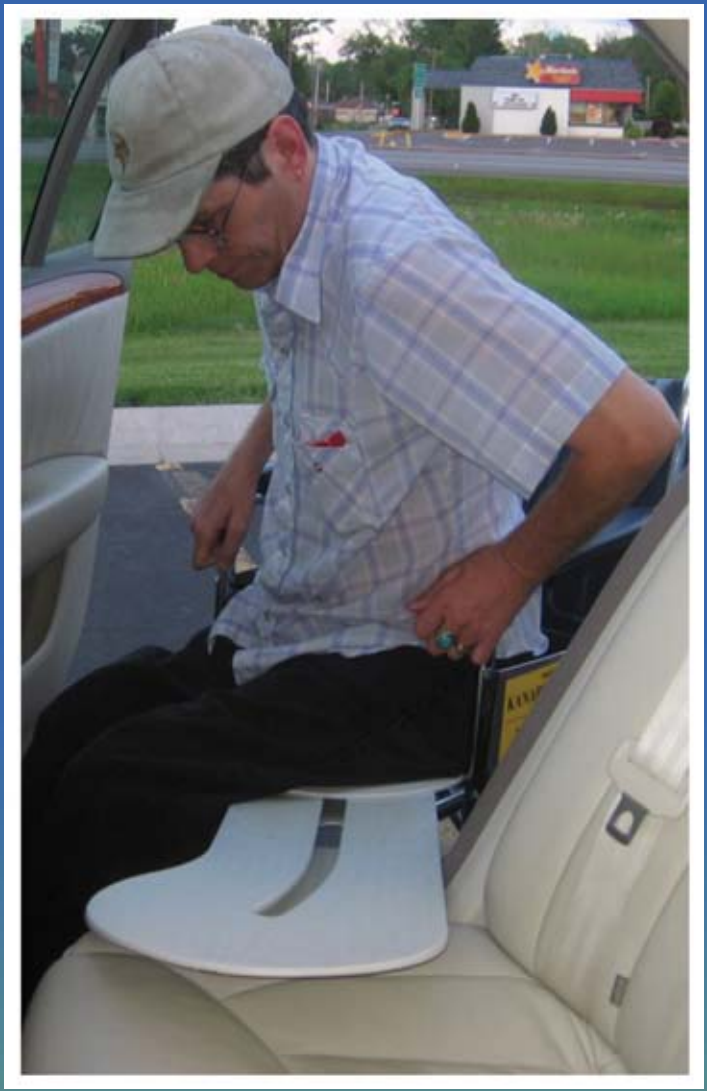
PATENTED

BeasyTrans™

Easy Transfer Systems



Instruction Guide

Made in U.S.A.

Read Me First!

Please take the time to read and understand the contents of this booklet thoroughly to realize the full benefits of the BeasyTrans™ Easy Transfer Systems.

The BeasyTrans Systems are intended for use with the assistance of a caregiver. Patient and care giver safety is our primary concern. The BeasyTrans System is an easy, no-lift transfer system. Despite the term "easy" it is crucial that you read these instructions carefully before using the BeasyTrans for the first time.

Below are some important tips to remember when using the BeasyTrans:

1. Make sure the unit is securely positioned on both ends.
2. Keep the board level. Minimize the incline as much as possible during the transfer.
3. If transferring on hard surfaces, choose suitable materials and place between transfer system and hard surface.
4. Insure that the front edge of the seat is showing prior to transfer.
5. Keep the pathway of the seat clear of obstructions.
6. Do not lift patient during transfer.
7. Keep hands off unit during transfer.

Table of Contents

SECTION 1

Overview

Welcome to the world of the BeasyTrans™, Beasy II and BeasyGlyder -- Easy Transfer Systems.

The BeasyTrans Systems provide upright, dignified lateral slides, unlike any other lift or transfer device currently on the market. No lifting means that soreness and injury to the patient's shoulders and arms are greatly reduced. In addition, the Beasy technology is "tissue-friendly." The friction caused by movement is absorbed by the system, not the user's skin.

"No-lifting" transferring is important to caregivers and patients alike. Statistics show that nursing personnel, are among the leaders in the labor force for lower back injury compensation claims. Numerous studies have linked these injuries directly to patient movement tasks. With a BeasyTrans™ "No-Lift" transfer system, the risk of injuries caused by lifting is greatly reduced.

The BeasyTrans Systems are available in three models. Each is made of a combination of ultra-strong polymers which are patented products of the DuPont Company. These mineral reinforced resins are among the toughest plastics known to man.

Beasy boards have been used to transfer patients weighing over 500 lbs. and have been stressed to over 1100 lbs. in laboratories without breaking.

All our boards have a track guard which covers the underside of the track. Its purpose is to keep other cushioning systems from pushing into the track and obstructing the movement of the seat. The track guard is also removable for cleaning.

Getting Started

SECTION 2

There's an old saying, "Plan your work, then work your plan." This is good advise for transferring into and out of a wheelchair.

It's the planning we do prior to the transfer that determines how smoothly the transfer will progress.

▶ STEP 1. Arrange a level transfer.
This is very important. In the case of the bed to wheelchair or wheelchair to bed transfer, adjust the bed, if possible, to approximately the height of the wheelchair seat.

Use all means possible to level the transfer. At no time should there be more than a six inch difference in respective heights of the system's ends. Patient safety should always be your primary concern.

▶ STEP 2. Remove the wheelchair arm and foot-rest closest to the transfer surface; swing away from the other foot-rest.
Always adjust the wheelchair to give yourself maximum room in which to execute the transfer. Ample space will help you avoid injury caused by knocking into obstacles.

NOTE: If you are unable to level the transfer surface so that the height differential is 6 inches or less, seek assistance from an additional caregiver to ensure a safe transfer.

NOTE: For more information on transfers involving wheelchairs with non-removable arms, see page 8.

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NOTE: Always position the wheelchair to the patient's strongest side. To ensure that you have the wheelchair at the appropriate angle, you may want to PRACTICE by running the seat over the base of the system with your hand. This will indicate if there are any obstructions, or other system placement problems to contend with before transferring the user.

NOTE: Always consult with the appropriate medical professional before transferring a patient. Do not cross the legs if the patient has a replaced hip or other related problems.

Getting Started *(cont.)*

▶STEP 3. Angle the wheelchair.

All models of the BeasyTrans Systems are specially designed so that the user can move from point to point in one easy slide. The key to accomplishing that is to pre-plan the path of the transfer, and place the wheelchair at the appropriate angle to the bed or other transfer surface. An angle of approximately 45 degrees, works well.

▶ STEP 4. Lock the wheelchair brakes.

As with all transfers, make sure the wheelchair brakes are locked prior to proceeding.

▶ STEP 5. Place the seat under the upper right, with the lead edge showing.

The patient should be encouraged to lean as far to one side as he or she can, to help place the seat. In fact, this teamwork approach should be encouraged throughout the transfer. The seat should be placed under the patient's upper right, not directly under the buttocks.

The caregiver positions the patient's lead leg and crosses it over the trailing leg. The patient should be positioned slightly to the back of the seat. The lead edge of the seat should be exposed before starting the transfer. The caregiver then grasps the seat, applying light pressure so the seat cannot slide during placement.

Uncross the lead leg and assist the patient, to a fully upright position on the seat. Please note that if the lead edge of the seat is not visible, do not sit the patient squarely on the seat. It's recommended that you use a transfer belt on the patient's lower trunk for added support.

We are ready to transfer when:

1. transfer surfaces are level
2. wheelchair is properly positioned and locked
3. patient is seated with the lead edge of the seat exposed
4. transfer belt is secure around patient's hips
5. both ends of the Beasy are solidly supported

BeasyTrans Systems, Inc.

NOTE: Make sure that both ends of the Beasy board are securely supported by the transferring surfaces.

SECTION 3

Transferring Patients

After completing the 5 pre-transfer steps, we are ready to transfer. Always grasp the patient using the transfer belt low on the trunk. For some caregivers this is a major adjustment. For years, caregivers have held patients high on the trunk, often under the arms, to transfer them. This will not work with the BeasyTrans systems.

Next, put the patient's legs between the caregiver's legs and lean the patient slightly forward, giving him or her a little "hug." This should give the patient and caregiver a strong feeling of support and control.

Work together by establishing a "1...2...3...GO!" count to signify the start of the transfer.

Transfers may be made in one smooth lateral movement or in shorter increments when appropriate. Use of a pad or a towel may be helpful when circumstances permit.

Complete the transfer.

Note: Grasping the patient high on the trunk will cause you to lift or tip the patient off the seat. The patient should be encouraged to assist to the extent that they are physically capable. Communicating with one another throughout the transfer is very important.

The system moves to the speed you dictate. For best results, complete the transfer at a slow to moderate speed. Use the momentum of the transfer, then rotate the seat and the slide "S" shape of the system to turn the patient into a final position at the end of the transfer.

With practice, you will find this method becomes very natural and comfortable. The movement places the patient where he or she wants to be - which is fully to the back of the wheelchair, so that no tugging or pulling of the patient is required after the transfer is complete.

SECTION 3

NOTE: Removing the board at the end of the transfer can be done easily by grasping the base of the system and rotating in a wide, gentle arc.

SECTION

4

Specialized Transfers

The BeasyTrans boards are versatile systems which can handle a variety of transfers with ease and convenience. In this section, we'll explore techniques for using the BeasyTrans System to accomplish several necessary, but specialized transfers.

When wheelchair arms ARE NOT removable.
The BeasyGlyder was created specifically for this purpose. It's soft curve and narrow base helps to negotiate when wheelchair arms are not removable. A technique for doing this is to raise

both of the patient's legs (if there is no medical restriction preventing it), and then place the Beasy directly under the patient.

Slide the patient straight forward out of the chair. Once the patient has been moved far enough forward to clear the arms of the chair, use the rotating characteristics of the seat to turn the patient to the proper angle for completing the transfer.

When transferring a patient in to a wheelchair with arms that are not removable, simply reverse the above procedure. Again, use the rotating characteristics of the seat to turn the patient to the proper angle to be seated in the chair.

Transferring larger patients.
The BeasyTrans system is effective for working with larger patients. Our boards are extremely strong and have been used successfully with patients weighing over 400 pounds.

The patient should be seated somewhat off-center toward the rear of the seat to facilitate movement in that direction. The oversized patient should be literally "half off" the Beasy seat to the rear. We sometimes call this the "one bun transfer" and it works well, particularly if the patient or the caregiver can use one hand to boost or lift the trailing buttock slightly.

Automobile Transfers
One of the greatest characteristics of the Beasy is its ability to facilitate automobile access. This improves the quality of life for someone in ways that are almost impossible to measure.

For some Beasy customers, this means a return to life at home because treatment can be

received as an outpatient rather than having to remain in a care facility. Additionally, it can mean increased mobility and personal freedom.

Automobile access can even mean a return to work in some cases.

SECTION 4

Specialized Transfers *(cont.)*

When transferring to a car, provide yourself with as much space as possible to maneuver.

1. Be sure that the car door is wide open.
2. Move the seats all the way back, when transferring in and out of front seat.

3. If the patient is transferring into or out of the back seat, move the front seat forward.
4. Place the seat of the Beasy board under the patient, using the techniques shown in Section 3. In some cases, it may help to place the system under the user away from the car, then wheel him or her into position. After the Beasy board is in place, position the wheelchair as close to the car seat as possible.

NOTE: Just prior to the automobile transfer, carefully sight the path the seat is about to follow. Look for any obstacles that may impede the transfer such as door handles, gear shifts, etc. Once you are certain that your path is unobstructed, proceed with the transfer using the techniques in Getting Started section.

Note: Grasping the patient high on the trunk will cause you to lift or tip the patient off the seat. The patient should be encouraged to assist to the extent that they are physically capable.

Communicating with one another throughout the transfer is very important.

Transferring the patient who cannot assume a seated position without assistance.

The Beasy board will work well for supine patients. First roll the patient onto his or her side, away from the transfer. Assist the patient to a seated position on the edge of the bed. Make sure the lead edge of the Beasy seat is showing. Grasp the transfer belt low on the patient's trunk, and complete the transfer.

Boosting the patient up in bed.

Many patients require frequent, boosting up or repositioning in bed in order to prevent tissue breakdown and other problems. The Beasy board, used properly, can make this a smooth, safe and easy procedure for caregivers and patients alike.

Using a draw sheet, roll the patient to his or her side. If possible have the patient maintain this position by holding onto the side rails of the bed, while positioning the system vertically under the patient. The seat should be under the patient's buttocks. The patient is rolled back onto the board.

The caregiver moves to the head of the bed grasping the draw sheet, and slides the patient higher in the bed. You will be surprised at the ease with which this occurs using the BeasyTrans.

The supine to supine transfer.

The BeasyTrans can greatly assist in the supine to supine transfer, such as hospital bed to gurney.

Using a draw sheet, roll the patient on their side. Position the seat to one end of the system and place it under the patient's buttocks. The Beasy is positioned underneath the draw sheet.

The caregiver can, by simply pulling on the draw sheet, transfer the supine patient with a smooth, lateral slide.

Many of the techniques we discussed can also be used to transfer to and from a commode, shower bench and other apparatus.

SECTION 4

NOTE: The care giver should position a pillow between the patient's head and the headboard as a precaution against striking the headboard.

Note: The draw sheet remains between the patient and the Beasy board.

SECTION 5

Tips to Remember

TIP 1: When placing the seat under the person being transferred, always leave the "leading edge" of the seat visible. Proper placement of the seat is under the upper thigh, and the lower buttock. Do not sit squarely on the seat. If the seat is not sliding properly, the placement of it under the individual may be incorrect.

With a larger patient, it may be helpful to place a towel or sheet over the seat before placement. Once the individual is on the seat, the caregiver can gather up the four corners of the sheet into their hands. This will help to support excess tissue and keep the patient properly positioned.

TIP 2: **Do not lift the person being transferred.** The BeasyTrans Systems are designed to work with all of the person's weight remaining on the seat. This design is intended to protect the caregiver's back from lifting injuries, and the patient from brachial plexus type injuries.

TIP 3: **Practice...Practice...Practice** The Beasy boards are easy to use. It may take time to get the proper techniques and feel of the BeasyTrans System. Once you have become accustomed to the unique feel and motion of a "no-lift" sliding transfer, we recommend that you practice at least five times in a location of easy access (chair to chair, or chair to bed) before trying a more difficult transfer.

TIP 4: Bring the patient to a sitting position on the edge of the bed. Encourage the patent to help with this action if possible. Place the transfer belt around the lower trunk.

TIP 5: Remove the arm-rest and foot-rest closest to the transfer. Swing away the other foot-rest.

TIP 6: Position the wheelchair for the best levelness possible. Use cushions, if necessary, to help level the transfer. Lock the wheelchair in position. With a transfer involving an incline, be sure to glide the seat in one continuous motion.

TIP 7: Lean patient as far as possible to the opposite side of the transfer. Carefully lift the lead leg and cross it over the trailing leg. This will make it easy to place the seat under the patient.

TIP 8: When placing the seat under the patient, hold your thumb on the seat or place your hand behind the seat to keep it from moving.

TIP 9: Be sure you can see the edge of the seat, even with larger patients. The seat should not be totally under the patient. This means part of the buttock will be off the trailing side of the seat. THIS IS CORRECT! Lift the trailing buttock slightly during the transfer.

TIP 10: Place your arms around the patient and grasp the transfer belt from behind. Lean the patient slightly toward you. Give them a little "hug."

TIP 11: BE SURE TO PLACE THE TRANSFER BELT AROUND THE LOWER PART OF THE PATIENT'S TRUNK! DO NOT LIFT! Glide the patient slowly across the Beasy. If the chair has been positioned properly, the patient will end with their back against the back of the wheelchair.

TIP 12: After transfer, swing the board widely for easy removal from under the patient.

TIP 13: When returning the patient to bed, review the above instructions.

SECTION 5

SECTION 6

Product Specifications

It's a proven fact! The BeasyTrans is the most versatile patient transfer system on the market.

The design of the BeasyTrans, BeasyII and BeasyGlyder makes it possible to apply sliding transfers to a wide range of transfer and therapeutic functions in both the clinical and the home care environments. For example, strategic placement of the Beasy seat under a draw sheet allows a minimum number of caregivers to easily perform such difficult tasks as a bed to gurney supine transfer and boosting of patients up in bed. Because the seat easily circulates a full 360 degrees on the base, the systems can be used for a wide range of motion exercises for hands, feet, or other body parts as seen fit by the medical professionals.

BeasyTrans Product Specifications
Length: 40″
Width: 12″
Thickness: (base = 1″, seat=1/2″)
Weight: 6.5 lbs.

BeasyTrans (The Original) Model #1100

The original model is ideal for automobile transfers. The longer length accommodates transfers in areas where space is not an issue such as wheelchair to bed. This model has been used successfully in boosting or repositioning patients in bed.

Why choose the BeasyTrans System?

The patented Beasy technology places the user on a safe, stable seat. As the seat moves easily across the base of the system with the user on it, friction of movement is borne by the system, not the user's skin. Consequently, shear forces and friction present in some other transfer techniques and which cause or contribute to tissue breakdown are eliminated.

Beasy II Product Specifications
Length: 27.5″
Width: 12″
Thickness: (base = 1″, seat=1/2″)
Weight: 4.5 lbs.

Beasy II Model #1200

This 27.5 inch model is perfect for the small areas, especially bathroom transfers. If the attending professional approves, this system may be used for independent transfers. Many facilities use this system for boosting patients into bed.

BeasyGlyder Product Specifications
Length: 32″
Width: 10″
Thickness: (base = 5/8″, seat=3/8″)
Weight: 4.5 lbs.

BeasyGlyder Model #1300

The BeasyGlyder 32 inch model is a great solution for situations when the arm of the wheelchair is not removable or the wheel is an obstacle. The crescent shape of the board facilitates the caregivers natural transfer motions. The seat and base are the same diameter.

SECTION 7

Maintenance

While the BeasyTrans Systems are virtually maintenance free, they should be cleaned as frequently as needed. Use warm water and soap as a general cleanser and wipe dry.

Regular use of a disinfectant is recommended. The systems are easily disassembled for cleaning by removing the track guard and unscrewing the nut that secures the seat to the base.

If the BeasyTrans boards are used by multiple people, we recommend washing the board with disinfectant after each use. These tough materials can be cleaned by virtually any cleaning agent normally used to sanitize durable medical equipment with no adverse effect on strength or performance.

After cleaning, we strongly recommend that you lubricate the track of the board with a mineral based oil to keep the Beasy gliding smoothly. The boards come apart in just seconds for complete cleaning access.

If you find yourself with a well used, aging board, you may wish to consider refurbishing your board using Beasy spare parts. See page 18 for complete details.

Product Accessories

SECTION 8

BeasyTrans Systems, Inc. offers board accessories, available exclusively through BeasyTrans dealers.

Carrying Cases

PN#1120
Original BeasyTrans Carrying Case
Black 600D polyester bags with handles. Zipper opening, inside velcro straps hold transfer board in place.

PN#1220
Beasy II Carrying Case
Black 600D polyester bags with handles. Zipper opening, inside velcro straps hold transfer board in place.

PN#1320
BeasyGlyder Carrying Case
Black 600D polyester bags with handles. Zipper opening, inside velcro straps hold transfer board in place.

PN#1420
Wheelchair Bag Carrying Case
Works with all models of Beasy Boards.

Black 600D polyester
Adjustable loops for varying size wheelchair handles.

To order, visit **www.BeasyBoards.com**, click on the Dealer Locator and find a dealer near you.

SECTION 9

Spare Parts and Assembly

Note:
Detailed assembly instructions available online at Beasyboards.com

Note:
Remember to lubricate the parts as directed for maximum performance.

Replacement Parts

BeasyTrans - Easy Transfer Boards are virtually indestructible. If you find yourself with a well worn board, consider refurbishing your board with BeasyTrans Spare Parts.

BeasyTrans "The Original" Trackguard & Pins
SPN#1500

BeasyII - Trackguard & Pins
SPN#1501

BeasyGlyder - Trackguard & Pins
SPN#1502

Replacement Seats
SPN#1503A - for BeasyTrans & BeasyII
SPN#1503B - for BeasyGlyder

Replacement Seat & Nut
SPN#1504A - for BeasyTrans & BeasyII
SPN#1504B - for BeasyGlyder

Replacement Seat, Nut & Glide Sheet
SPN#1505A - for BeasyTrans & BeasyII
SPN#1505B - for BeasyGlyder

Universal Replacement Nut for Seat
SPN#1506

Glide Sheet
SPN#1507A - for BeasyTrans & BeasyII
SPN#1507B - for BeasyGlyder

Extra Board Pins
SPN#1508A - for BeasyTrans & BeasyII
SPN#1508B - for BeasyGlyder

BeasyGlide "Industrial Grade" **Lubricant**
SPN#1509

BeasyTrans Instructional DVD
SPN#1510

BeasyTrans Instruction Guide
SPN#1511

For price and ordering information, call **1-877-992-3279** or visit our web site at **www.BeasyBoards.com** and order online.

Assembly

Made in the U.S.A. Beasy boards are assembled locally at our plant in North Branch, Minnesota.

Unconditional Limited Warranty

The BeasyTrans Easy Transfer Systems are made of the highest quality materials and manufactured to stringent quality standards. We are pleased to stand behind our product with the following warranty.

Under normal use and treatment, the materials and workmanship of the BeasyTrans System are warranted for a period of one year from date of purchase. This warranty covers repair and/or replacement.

The decision to repair or replace will be at the sole discretion of BeasyTrans Systems, Inc.

Return Instructions: In order to return a BeasyTrans System for replacement or repair (within one year) please request authorization from your authorized dealer. Authorization may also be obtained by sending a written request, explaining your reason for returning your BeasyTran System.

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Color Disclaimer

Color variations in molded components may occur due to the manufacturing process and are not considered defects.

The materials used in the BeasyTrans Systems includes a heat stabilizer, reported by its manufacturer to be the best in the world and over time changes color and may cause a yellow appearance depending on contact with heat and moisture.

Such color changes have been reported in rare situations to BeasyTrans Systems, but this color change DOES NOT affect the functionality of the product.

BeasyTrans Systems, Inc. does not warranty the color fastness or color matching of this product.

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