

# The Florien Fife User Instructions

## The Florien Fife User Information June 2017

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## Introduction to the Florien Fife chair

### What is the Florien Fife?

The purpose of the Florien Fife chair is to provide a configurable modular chair that can meet a variety of user needs for those with moderate to severe seating difficulties and for those seated for lengthy periods.

Designed to easily adjust the tilt-in-space positioning without over-exertion by the carer or indeed the user, the Florien Fife integrates into many caring environments.

Meeting the needs of a higher specification product than the purely foam-based chairs the Florien Fife offers considerable support, dynamic movement and mobility.

## Introduction to the Florien Fife chair

### Why is there a need for this type of chair?

The ability of a seated person to function efficiently and perform activities depends on their ability to adopt the appropriate posture. All activity is posture dependent. If a person cannot move or has problems adjusting their posture, it may be necessary to use seating to try to provide externally what is limited internally.

The Florien Fife helps fulfil the need to maintain an individual's seated posture yet re-orientate and redistribute pressure. This is achieved by using the tilt-in-space and legrest elevation properties that are key to the functionality of the Florien Fife chairs.

### Who should consider using the Florien Fife?

Designed for those seated for long periods, for the semi and non-ambulant users or for those with neurological and postural related problems as well as those who are able to side transfer.

The Florien Fife can be used within a variety of different environments including domestic homes, hospitals, hospices and nursing homes.

## The Florien Fife Product Information

### Range

- The Florien Fife chair

### Options

- Three different seat widths (400/450/500mm)
- Four different seat lengths (435/460/485/510mm)

### Key Standard Features

- Mechlock operated Tilt-in-Space and legrest elevation
- Ramped, Intelli-Gel® Seat Module (very high risk pressure relief)
- Articulated Integral Head Support
- Negative Legrest Angle
- Waterfall Backrest
- Flip-up Footboard

## Accessories

- Adjustable contoured lateral supports
- Universal or Cushioned Headrest
- Flat or Ramped Seat Board for use with customer's own cushion
- 2 point and 4 point Lap-Belts
- Pelvic Positioner
- Universal Tray

**Weight limit: 180kg/28 stone**

## Questions and Concerns

Should you experience any difficulties or have any concerns regarding the initial purchase or subsequently adjusting The Florien Fife chair or have any concerns regarding its use or operation then immediately contact either your Kirton representative, distributor or our Customer Services Team on **Freephone 0800 212709** or **+44 (0) 1440 705352**, they will be delighted to help you.

## Guidelines for Best Practice

To ensure good practice when considering purchasing a Florien Fife chair and effective use post purchase we advise that the following guidelines are considered:

1. Seek advice and input from a qualified therapist/professional and/or Kirton representative/distributor at the initial prescription of the chair.
2. If unsure when ordering the chair and any accessories contact either the therapist involved or your Kirton representative or distributor or our Customer Services Team on **Freephone 0800 212709** or **+44 (0) 1440 705352** to discuss further.
3. It is recommended that following receipt of the chair all staff members that will be supervising the user(s) should be trained in adjusting the chair to ensure it is adjusted safely and correct positioning is maintained for the benefit of the user. This is of particular importance where the chair is to be used by several different users.
4. Users of the Florien Fife should be supervised and checked regularly to ensure their most appropriate position is maintained in the chair.

## The User Instructions

The purpose of the following user instructions is to provide a guide on how to utilise, adjust and maintain the Florien Fife chair.

These instructions should be read by all those involved with the supervision of the user and/or the care of the chair before use.

Please retain these instructions with the Care and Maintenance card enclosed for future reference.

## Adjusting the chair for the user

The Florien Fife **must** be adjusted in terms of the **tilt-in-space, integral headrest angle, legrest and footrest positioning** for each individual using the chair to ensure safe and comfortable use.

In addition where lateral supports and/or a footboard are in use these must also be adjusted to accommodate each individual's seated posture as appropriate.

Most adjustments can be easily made with the user in the chair.

## What is Tilt-in-Space?

Tilt-in-space is a unique pivoting system that provides a reclined, resting position whilst maintaining posture and pelvic stability.

Keeping the angle between the chair seat and back at 110° eliminates the potential to slide forward into an uncomfortable position.

Weight is distributed over a larger contact surface area, reducing the sheering forces on the skin, making it a simple yet effective way to combat the build up of pressure.

Key to the Florien Fife is the ability to effect the tilt-in-space without over exertion by the carer or indeed the user.

## Operating the Tilt-in-Space

- Locate the lever on the right hand side of the push handle at the rear of the chair and squeeze towards the push handle.
- Gently apply, as appropriate, either downward pressure on the push handle to tilt the chair backwards or lift the chair upwards whilst squeezing the lever to raise the chair.
- At any point during the upward or downward tilt motion the lever can be released and the chair will assume the selected position.
- It is always advisable to adjust the positioning of the legrest once the tilt-in-space positioning has been chosen to ensure that a correct and comfortable posture is assumed.



## Waterfall Backrest

- The three removable waterfall cushions are held in place using Velcro.
- Each cushion must be fitted in its designated location.
- The bottom cushion size is determined by the chosen seat width of the chair.

## Legrest Elevation

- The legrest can be elevated or retracted independently of the tilt-in-space positioning by utilising the lever on the right hand underside of the legrest.
- To move the legrest in either direction hold the bottom or left hand side of the legrest to ensure stability whilst with the right hand lift the lever on the right hand underside upwards.
- The legrest can be moved either up or down according to the user's requirements.
- Always ensure the legrest is fully retracted before exiting the chair.
- A negative angle can be achieved with the legrest to accommodate users with fixed contractures as well as to aid exiting the chair.

## Articulated Integral Head Support (flexible joint)

- The articulating headrest is an integral part of the back of the Florien Fife chair.
- By bending the backrest at approximately 30cm (12 inches) from the top of the chair, the headrest can be set in its desired position.
- It may require a little effort to manoeuvre the headrest. The headrest movement is made tight to ensure that it will not move when you are sitting in the chair in a relaxed position.
- Always ensure the user is regularly checked and adjust the positioning when necessary in order to maintain an appropriate posture.



## Removable Arms

- The unique feature of the Florien Fife chair is that it has removable arms to enable either side transfer or facilitate easy hoist access.
- Both arms can be removed.
- No tools are required to remove the arms
- Extreme care should be taken when removing the arms that the user of the chair does not fall sideways or out of the chair.
- At all times the user must be supervised when removing the arms.

To remove the arm modules:

- Both arm modules can be removed in the same way.
- If lateral supports are being used these should be removed from the chair before commencing.
- Stand at the side of the chair and position one hand at the rear of the arm module on the corner edge and the other hand at the front of the chair where the bottom of the arm module meets the seat.
- Lift the arm module up gently and away from the chair.

To replace the arm modules:

- Stand at the side of the chair and take hold of the removed arm module. Hold with one hand at the rear of the arm module on the corner edge and the other hand at the front of the chair where the bottom of the arm module meets the seat.
- Lift the arm module so it hovers above the side of the chair.
- Guide the metal plate on the inside of the arm onto the metal bracket next to the seat module.
- The back of the arm module should butt up closely to the backrest and the front of the arm module should meet the top of the seat.
- The arm module should be fixed in place and should not fall to the floor.
- **Always ensure the arm module is stable before leaving the user in the chair.**

## Footboard

- The flip-up footboard provides added support and positioning for the feet.
- The length of the footboard can be extended or shortened according to user need by simply loosening the butterfly knob underneath the legrest and moving the footboard up or down accordingly.
- Care should be taken when extending the footboard and bringing the chair forwards through tilt-in-space as the footboard may foul on the floor if extended too long.
- The footboard should be removed completely when bringing the chair to a fully upright position so as to avoid it fouling on the floor. This is done by removing the butterfly knob completely and sliding the footboard off the bottom of the legrest metalwork.

## Wheels

The Florian Fife chairs are fitted with four 100mm wheels with two fully locking wheels at the rear of the chair that will not roll or swivel when activated.

- To **apply** the brakes, press down on the front edge of the ridged pad on each wheel. The brakes should be applied during all transfer operations and when the chair is stationary.
- To **unlock** the brakes, push down the top edge of the ridged pad until it is level with the rest of the wheel.
- Always check that the wheels are not locked before moving the chair.

## Headrests

(optional accessory)

A weighted cushioned headrest or the Universal Headrest is available for added comfort and positioning.

## Lateral Supports

(optional accessory)

- Lateral supports help to maintain an individual's posture and encourage an appropriate midline position.
- The Florian Fife can be fitted with two adjustable lateral supports on either side of the chair. They adjust independently but operate identically.
- Both lateral supports can be completely removed when required. This is essential during the removal of the arm modules.
- The lateral supports are tightened or loosened by turning the "triangular" handles.
- The lateral supports attach to the chair through the lateral support bar at the back of the chair.
- To attach or detach the lateral supports, simply slide each support into or from the bracket at the back of the chair.
- The two supports can be moved horizontally across the bar (wider or narrower) or vertically to suit the user of the chair. They are marked to ensure that they are positioned evenly to provide balanced support where appropriate.
- When appropriate positioning has been found then the "triangular" handles should be tightened to provide stable and secure support.



## 4 Point Harness (optional accessory)

- The 4 Point Harness is a useful positioning aid to prevent users sliding into an uncomfortable position.



- The Florian Fife is fitted with a fixing plate for the 4 Point Harness at time of manufacture to make adding this accessory at a later date possible.
- Locate the metal bar at the back of the chair behind the seat module.



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- Loop each of the upper, wider straps of the 4 point harness around this bar on either side
- Thread the straps back through the black plastic sliders located on the straps to secure their position.



- Use the sliders to adjust the length of the straps according to the user.
- Remove the left armrest (removing both armrests at the same time could affect the stability of the user) and locate the fixing plates on the side of the seat cushion under the armrest.
- Take the lower, narrower strap on the left side of the harness and thread it through the desired hole of the fixing plate, under and up. (Choosing a hole nearer to the front of the chair will provide more support across the leg of the user.)
- After choosing the desired position, thread the strap back through the black plastic slider located on the strap to secure its position.
- Replace the left arm on the chair and repeat for the narrow strap on the right hand side.

## Lap-Belt (optional accessory)

The Lap-Belt helps to position the user in the back of the chair.

**Please note that D-Ring Straps are required to fix the Lap-Belt to the chair.**



- Locate the end of each D-Ring strap down both sides of the seat cushion at the rear of the chair.
- Attach the Lap-Belt using the hook fastening at the end of each strap to clip onto the D-Rings.
- To use the Lap-Belt effectively, undo the buckle joining the two halves of the strap by depressing the button on the central console and place the straps over the arms or to the side of the seat before transferring the user into the chair.
- When the user is seated, bring the two sides of the buckle together and fasten.
- Adjust the strap by pulling on the plastic loop to give firm control but take care not to restrict user movement.

**NOTE: Please refer to Lap-Belt User Instructions enclosed for further information.**

## Pelvic Positioner (optional accessory)



The Pelvic Positioner is used to help position users securely in the back of the chair for those with low muscle tone or control in their pelvis.

## **Pelvic Positioner (continued)**

**Please note that D-Ring Straps are required to fix the Pelvic Positioner to the chair.**

- The chair should be unoccupied before fitting the Pelvic Positioner.
- Lay the positioner out flat.
- Place the positioner in the seat of the chair with the buckles pointing towards the chair front and the levers on the buckles facing down.
- Feed the lengths of the straps through the D-Rings either side of the seat cushion.
- Place the ends of the straps over the arms of the chair before transferring the user into the chair.
- Sit the user into the chair with their pelvis firmly back in the seat and their buttocks on the back edge of the positioner.
- Bring the straps over the user's thighs and through the buckles on each end of the positioner.
- Pull the straps tight and fasten down the levers on the buckles. The fit should be snug – not too tight and not too loose.
- Ensure the user has an appropriate position. Check the user regularly to ensure positioning has been maintained.
- Never leave a user unsupervised once a Pelvic Positioner has been fitted.

## **Care and Maintenance**

For recommended care, cleaning and maintenance, please refer to the care and maintenance guidelines enclosed with your chair and the care label fixed to the chair.

### **General Care**

- Wash and clean as per instructions supplied.
- Wipe down framework with soapy water and a soft cloth.
- Check castors regularly for build up of fluff and dirt particles.
- Cleaning with scouring pads is not advised.

## **Berkshire vinyl – Cleaning Instructions**

- Berkshire vinyls are resistant to most household stains, alkalis and drinks as they are not absorbed into the vinyl and can be wiped off without any problem or lasting damage provided they are cleaned in a timely manner to avoid any permanent damage.
- Regular cleaning with warm soapy water followed by a clean water rinse will help maintain its durability and aesthetics and is suitable for day-to-day soiling.
- For infection control wipe clean with a one-in-ten solution of water and household bleach. Rinse with clean water and dry.
- For special cleaning problems the following steps are recommended to be taken in order:
  - Step One: Non-abrasive household cleaners to be used with water and dried with a soft cloth.
  - Step Two: Solvent type cleaners (e.g. isopropyl alcohol) to be applied with a soft cloth. Dry area with another cloth, rinse with clean water and dry.
  - Step Three: Strong, active solvent cleaners (e.g. acetone/water) to be applied with a soft cloth. Stain should be treated as soon as possible after spill and should be removed with less than six rubs. If stain persists after six rubs, stain has set and probably cannot be removed. Dry area with a separate cloth, rinse with clean water and dry.
- Caution should be taken as these cleaners can be highly flammable. Exercise proper care in cleaning. Wear rubber gloves. Use caution in cleaning around stitching, buttons and wooden or decorative trim, as solvents could damage these areas.
- For all cleaning use a clean absorbent white cloth, turning the cloth frequently to expose a clean surface. Use a dabbing action – do not rub or scrub the fabric. Always work from the outer edge of the stain towards the centre to prevent spreading the stain. Always rinse out shampoo with warm water, not hot water.



## Potential Risks, Cautions & Warnings

- The user is at risk if the Florian Fife is not properly specified and adjusted to their particular requirements.
- **Never** leave anyone with poor postural sitting ability in a fully upright position as they may tip forwards and out of the chair
- It is recommended that the tilt-in-space is changed at regular intervals to reduce the risk of pressure sores.
- **Never** allow the legrest to be used as a seat, nor allow the chair to be pushed along by it. This will cause damage to the legrest mechanism.
- **Do not** stand on the footboard as this may cause the chair to become unstable and tip forwards.
- **Always** remove the footboard (if applicable) and lower the legrest before returning the chair to its fully upright position, to allow the user to stand up from the chair with ease without damaging the footboard (if applicable) on the floor as the chair tilts forward.
- **Do not** try to push down the legrest without utilising the appropriate lever underneath the legrest as this may damage the mechanism.
- **Do not** try moving the chair without first ensuring that all wheels are unlocked.
- **Do not** sit on the arms as this can cause damage to the covering and could make the stability of the chair unsafe.
- Users should be **regularly** checked and supervised when in the chair to mitigate the user moving or sliding into an inappropriate position.
- Care should be taken when adjusting the chair not to trap fingers or clothing in the framework.

## Helpline

Should you have any concerns either pre or post purchase of the chair contact our Customer Services Team on **Freephone 0800 212709** or from outside the UK **+44 (0) 1440 705352** to discuss further.

Alternatively, if you purchased your chair from a Kirton distributor in the first instance please contact your point of reference there.

If your call concerns a specific seating product or item of furniture please have ready your sales order number before you telephone. This can be located on the base of each chair and helps us identify your details and deal with your enquiry efficiently.



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