

# SPENCER

*User Manual*

## STRETCHERS WITH TELESCOPIC HANDLES



**ROLLER TF** Ref. ST40400A

**ROLLER S** Ref. ST40300A

**506-TF blu** Ref. ST60507A

**506-TF silver** Ref. ST60508A

**506-S blu** Ref. ST60506A

**506-S silver** Ref. ST60505A

**SPENCER ITALIA SRL**  
Strada Cavi, 7 – 43044 Collecchio (PR) ITALY  
Tel. 0039 0521 541111 - Fax 0039 0521 541222

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## **1 – GENERAL INFORMATION**

### **1.1 MANUFACTURER**

Spencer Italia Srl is known all over the world for the production of devices for patient transport. Experience, customer satisfaction and technology level guarantee the quality of devices supplied.

### **1.2 CUSTOMER SERVICE CENTRES**

For every need regarding use and maintenance, the Customer is requested to contact the manufacturer or authorized service centres specifying the cot data reported on the label.

 See paragraph 3.4

### **1.3 CERTIFICATION**

Spencer stretchers are realized according to relevant Council Directives.

### **1.4 GUARANTEE**

Any product claimed defective and caused by material or workmanship within one year after date of purchase will receive prompt investigation and a fair adjustment.

Obligation is limited to replacement or repair of defective components.

Guarantee does not cover damages caused by:

- handling and/or movement
- operator mistakes
- lack of maintenance
- damages not due to stretcher faults
- product unduly opening
- normal operating wear and tear
- deterioration of components with purely aesthetic function
- repairs carried out by unauthorized technicians
- product use not in accordance with the operating instructions illustrated in this User Manual
- damages caused by environmental conditions not complying with conditions expressed in this Manual or by other events independent from the device operation.



To activate the guarantee, fill and send the specific form (Attachment 8.2).

### **1.5 STRUCTURE OF USER MANUAL**

The Customer is advised to read carefully this Manual, as the correct use of the device represents the basis of Customer-Manufacturer relation.

#### **1.5.1 Object**

This Manual is intended to give the Customer all the information necessary to allow a correct use and maintenance of the device. It includes information concerning technical aspects, operating conditions, maintenance, safety and replacement parts.









**Operators must read this Manual carefully before any action is undertaken.**

Should questions arise regarding the use or care of this product that are not covered clearly in this manual, contact customer service representatives.

### 1.5.2 Preservation

This User Manual must be stored near the product, protected from anything which could compromise its integrity and legibility.

### 1.5.3 Symbols used

<b>SYMBOL</b>	<b>MEANING</b>	<b>NOTES</b>
	DANGER	Indicates a danger (also with risk of death) for users
	WARNING	Indicates a warning note about key functions or useful information. Pay maximum attention to text blocks marked by this symbol.
	OBSERVATION	The user is requested to measure a value, to control a signal,..
	QUESTION	The user is requested to verify the proper position of an element before operating a function
	CONSULTATION	The user is requested to look up the manual before operating a function
	REGULATION	In case of particular operating conditions or faults, a mechanical or electric calibration could be required

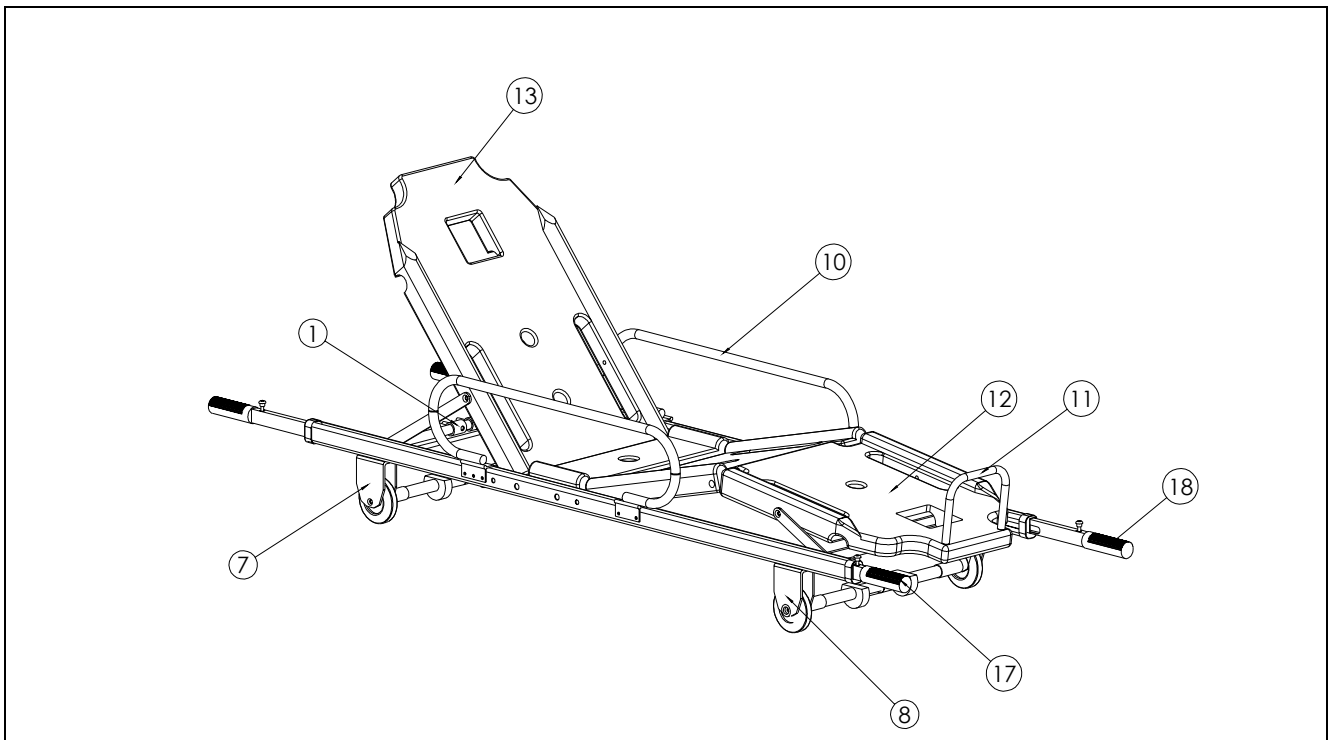
## **2 – DEVICE DESCRIPTION**

### **2.1 INTENDED USE**

Roller and 506 stretchers are devices with telescopic handles designed for transport of patients during rescue operations; Roller TF, Roller S, 506 TF and 506 S can be used together with self-loading trolleys (Roller AC, Roller AV, 510).

The one-piece high density polyethylene stretcher plane is easy to clean.  
It is not intended the patient to act on the device.

## 2.2 MAIN COMPONENTS



1. Stretcher plane movements device
7. Head-end wheel-carrier bar (complete)
8. Foot-end wheel-carrier bar (complete)
10. Adjustable side-rails
11. Footrest
12. Trandelemburg (only "T" models)
13. Backrest
17. Left telescopic handle
18. Right telescopic handle

**Adjustable backrest:** lays flat or can be locked in any of four inclined positions.

**Trandelemburg/Flower (only T models):** lays flat or can be locked in any of four inclined positions.

**Side rails:** lock automatically when raised to the vertical position.

**Telescopic handles:** lock automatically in open or close position.

**2.3 TECHNICAL DATA AND DIMENSIONS**

<b>Model</b>	<b>Roller T</b>	<b>Roller S</b>	<b>506 T</b>	<b>506 S</b>
<b>Lenght</b>	1900 mm	1900 mm	1900 mm	1900 mm
<b>Width</b>	550 mm	550 mm	550 mm	550 mm
<b>Weight</b>	21 kg	18 kg	21 kg	18 kg
<b>PortLoad</b>	170 kg	170 kg	170 kg	170 kg
<b>No.handles</b>	4	4	4	4
<b>No.wheels</b>	4	4	4	4
<b>Stretcher plane</b>	polyethylene	polyethylene	polyethylene	polyethylene

**2.4 ENVIRONMENTAL CONDITIONS**

Storage: from -20° to +60°C  
 Operation: from -20° to +60°C

**2.5 ACCESSORIES**


The device is provided with a restraint system.  
 On request the following accessories are available:

<b>Ref.</b>	<b>Description</b>
CB09012A	Oxypack S - Oxygen bottle holder
IF00201A	Keep 3 - I.V. pole
ST00522A	Mod. 522 – Bag for restraints
ST43010A	Roller Mat – Mattress
ST00592A	Mod. 592 – Two pieces metal buckle restraint
ST00499B	Mod. 499 – Chest restraint
ST02030A	Spencer Rock- Spinal board

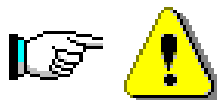
Approved accessories are considered essential to patient comfort and security whenever the cot is in use.

**3 - SAFETY**

**3.1 GENERAL WARNINGS**

 Operators have to read this manual carefully, paying special attention to safety precautions and operating instructions.

Warnings, Cautions and Notices identify potential hazards to be avoided and are marked by the following symbols:



- Do not operate without proper training: read all the instructions thoroughly (to become familiar with controls, operating procedures, etc.) and practice with an empty cot before placing patients on for transport.
- A minimum of two attendants are required for safe operation.

- Restrain every patient on the stretcher: an unrestrained patient thrown from it can be seriously injured or killed.
- DO NOT overload
- DO NOT allow weight to be unevenly distributed
- The side rails can be damaged through improper use. Keep side rails up at all times except during patient transfer; grasp the mainframe to lift or carry the stretcher.
- Avoid excessive force when loading the stretcher: unnecessary force can cause damage and affect the proper operation of the cot.
- Inspect the cot regularly: perform prescribed maintenance, as needed, to keep it in good condition for safe operation and long life.
- Use the stretcher only as described in this manual: never alter or modify the stretcher to fit the emergency vehicle. Modification can cause unpredictable operation and possible patient or EMT injury.
- DO NOT leave the stretcher unattended with a patient on it.
- If at any time the cot does not operate properly, take it out of service *immediately*, until adjustment, repair or replacement can be made.

### **3.2 CONTRA-INDICATIONS AND UNDESIRABLE EFFECTS**



This kind of stretchers, if used by trained personnel, does not include contra-indications or undesirable effects.

### **3.3 PHYSICAL REQUIREMENTS FOR OPERATORS**

Roller S, Roller T, 506 S, 506 T are for professional use only. Minimal requirements for EMTs using the stretcher are:

- Physical ability to safely use the stretcher.
- Ability to grasp firmly with both hands.
- Sufficient strength in back, arms and legs to lift, push/pull.
- Good balance, reflexes and muscular co-ordination.

Operators must be trained for efficient, effective and safe transport of patients.

At a minimum, operator qualifications should meet approved course work in emergency service training compatible with the Department of Transportation guidelines.

Unusual circumstances (extremely heavy patient weight, for example) may require alternate procedures or additional attendants as needed to insure safety and comfort.



Every operator's ability must be considered before defining his role in the device use.

### **3.4 LABELLING**





Labels on the stretcher must not be removed or covered.



To make customer service easier, please indicate the product batch number (LOT).



	ITEM
SPENCER ITALIA S.r.l. Strada Cavi, 7 43044 Collecchio (PR) ITALY tel. +39 0521 541111 fax +39 0521 541222	MODEL
	REF
	LOT

## 4 - INSTALLATION

### 4.1 HANDLING AND STORAGE

Before handling Spencer stretchers, be sure to have adequately packaged them. Handle them carefully to avoid damages. Preserve the original packaging for possible future handling. Damages to the stretcher caused by handling are not covered by guarantee. Repairs or replacement of damaged components are at customer's expense.

**Storage of stretchers must be in dry and not damped places.**



**Do not load the stretcher with heavy materials during storage.**

### 4.2 ARRANGEMENT

At product receipt:

- remove packaging and set aside
- check all items listed on the packing list.



Assemble the footrest, as described in the illustrative note.



**To install restraints, knot them to the cot plane by the plane holes.**

If damages to packaging have occurred, first contact the carrier, then Spencer Customer Service at 0039 0521 541111, or write to:

SPENCER ITALIA S.r.l.  
STRADA CAVI, 7  
43044 COLLECCHIO - PARMA -ITALY

Before placing a Spencer stretcher into service, perform a one-time check as follows:

- Adjust the backrest and Trandelemburg/Flower (if present), make sure they operate smoothly and lock into desired positions.
- Do the side rails raise and lower correctly?
- Are all the wheels secured safely?

- Does the stretcher roll into the ambulance smoothly?
- Does the stretcher fasten to the trolley steadily?
- Is the emergency vehicle provided with an approved fastener?
- Are approved restraints correctly installed?

If everything checks out correctly, the stretcher is ready to be placed in service. If you have any questions about the pre-service check, call or write to Spencer Customer Service at the address or telephone number listed before.



These operations must be performed before every use.



If the stretcher should turn out to be unsuitable for proper and safe use, TAKE IT OUT OF SERVICE until repair or replacement of damaged parts.

## 5 – OPERATION

### 5.1 DEVICE USE

#### 5.1.1 Emergency vehicle requirements

Roller T, Roller S, 506 T and 506 S are designed for use in the patient compartment of an ambulance and with the Spencer self-loading trolleys. Requirements for the patient compartment are:

- A level floor large enough to load the stretcher.
- Smooth, rounded edge at the rear of the floor.
- DO NOT modify the stretcher or its operating procedures. If necessary, modify the ambulance to fit the stretcher by adding ramps, folding rear step, etc.
- Use the stretcher only as described in this manual. Never alter or modify the stretcher to fit the emergency vehicle. Modification can cause unpredictable operation and possible patient or EMT injury.



Read all the instructions thoroughly (to become familiar with controls, operating procedures, etc.) and practice with an empty stretcher before placing patients on it for transport.

#### 5.1.2 Patient handling

1. Before moving, lifting or carrying the patient, primary medical evaluation decisions must be undertaken. When possible, within patient capabilities and after competent patient assessment is completed, patients should be encouraged to take active part to their handling from bed to cot and should be informed about any possible consequence.



**Come near the patient before loading the stretcher with him.**

#### 5.1.3 Operating instructions

##### 5.1.3.1 Raising the stretcher with a patient on

1. Secure the patient to the cot with the patient restraint system before raising the cot.
2. Ensure the restraints are not too tight.
3. Position two attendants facing each other at both ends of the stretcher.
4. Using proper lifting technique to avoid injury, the attendants have to grasp the handgrips at each end and lift together.

### **5.1.3.2 Loading the stretcher into an emergency vehicle**

When loading the stretcher into the ambulance:

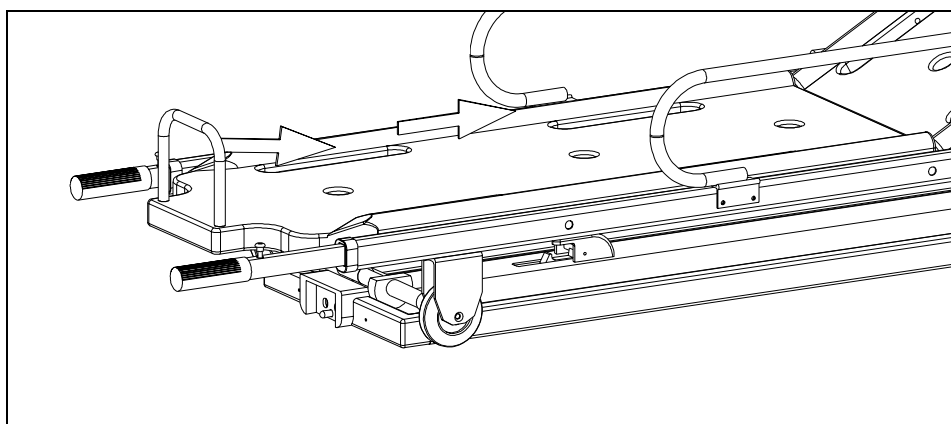


Insure the ambulance door is locked in the open position to avoid undesirable obstacles during loading.

1. Place the stretcher in the lodging provided in the patient compartment.

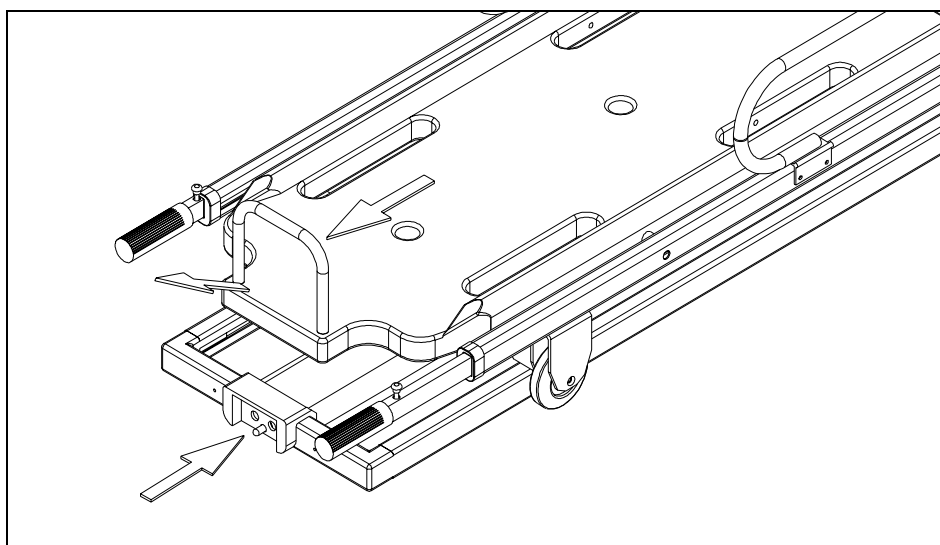
### **5.1.3.3 Fastening stretchers Roller T-S to trolleys AV-AC**

1. Lean the stretcher on the trolley (as shown in the picture below)
2. Let the stretcher slide until it locks automatically.
3. Insure the stretcher is fastened to the trolley steadily.
4. At least two attendants are required for this operation.



### **5.1.3.4 Releasing stretchers Roller T-S from trolleys AV-AC**

1. Push the release- button, then pull out the stretcher for about 10 cm.
2. Complete the operation raising the stretcher from the trolley.
3. This operation requires three attendants at least: one at the foot-end to operate the control levers, one two at both sides to lift the stretcher.





This operation must be performed by three operators.

### 5.1.3.5 Unloading the stretcher from an emergency vehicle

1. Disengage the stretcher from fastening systems (if present).
2. Grasp the stretcher handgrips and pull it out of the patient compartment.



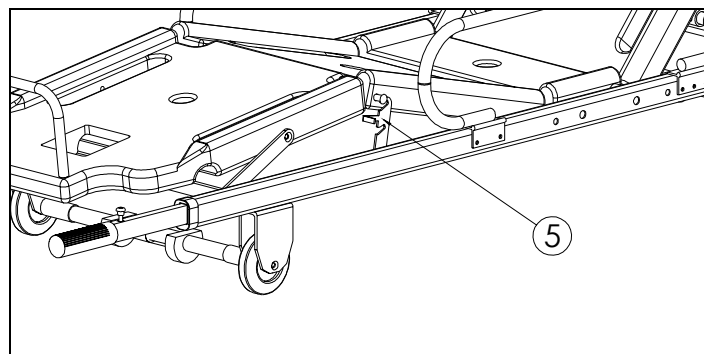
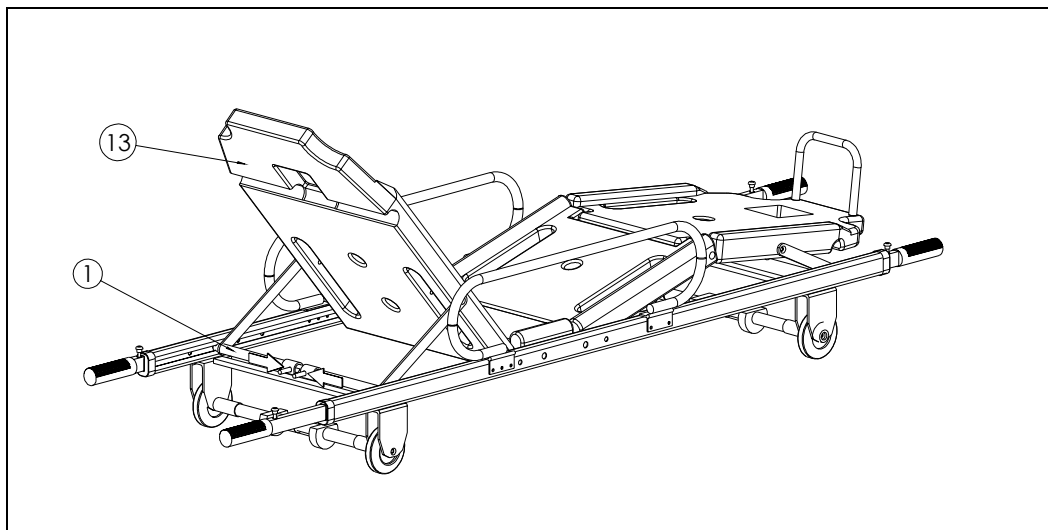
Do not squeeze or hold any control levers while unloading.

### 5.1.3.6 Selecting the cot plane positions



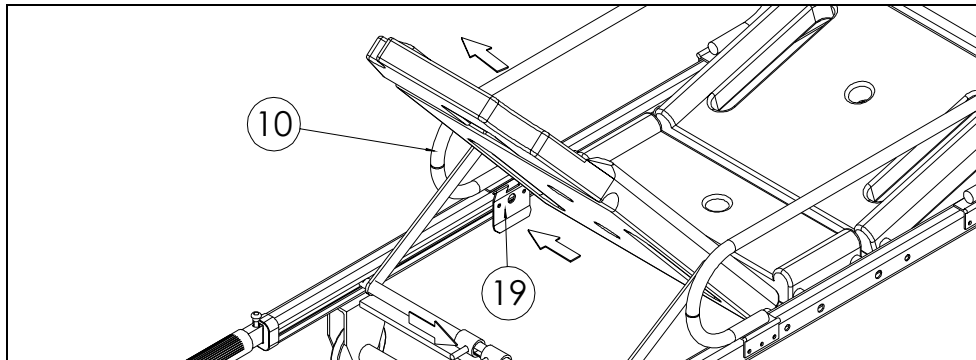
Inform the patient before any selection.

1. Support the backrest with a hand, to avoid sharp movements.
2. Raise to the first position: the backrest will lock automatically.
3. To reach the other positions, operate the cot plane movements device (see arrows related to element 1 in the picture below) and support the backrest movement: 4 positions are possible (in addition to the horizontal one) for the backrest and the Trandelemburg/Flower (only "T" model).
4. The Trandelemburg position can be locked by the special hook (see element 5 in the picture below).



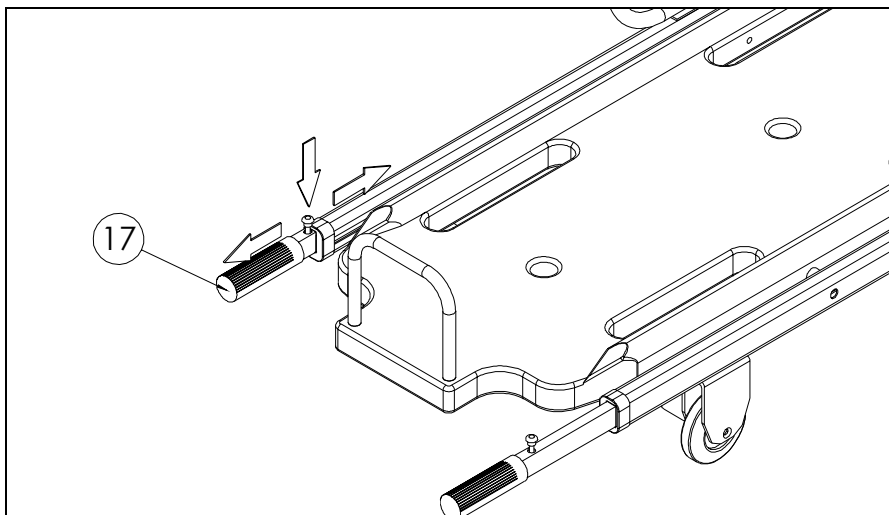
**5.1.3.7 Side rails**

1. To overturn side rails, act first on the lock hook (element 19), then on the side rail (element 10) as shown in the picture below.



**5.1.3.8 Telescopic handles**

1. Press the button to pull out or draw back telescopic handles.



## 5.2 END OF USE



At the end of use, clean the cot as described in the following and store it.

## 5.3 TROUBLESHOOTING CHART

PROBLEM	CAUSE	ACTION
Damages to the structure.	Improper use.	Take the stretcher out of service and contact Customer Service.
Cot plane (backrest and Trandelemburg) seems to be locked.	Control levers are damaged.	Take the stretcher out of service and contact Customer Service.
Fastening/releasing is not safe (the stretcher disengages from trolley or does not engage correctly)	The lock hook is damaged.	Contact Customer Service.
	The stretcher is out of slides.	Check operations sequence on User Manual.

## 6 - MAINTENANCE

### 6.1 CLEANING

Exposed metal parts are polished or plated for easy care and attractive appearance. To protect these surfaces, clean with soapy water and mild solvent and dry with a soft cloth. Cleaning should be followed with a coat of good hard wax such as that used on furniture or automobiles.

To avoid cross infections, the cot plane is realized in a material easy to clean and disinfect.



Use of a high-pressure washer is not recommended to clean the cot: water under high pressure penetrates joints, flushes away lubricant and causes corrosion.



Lack of cleaning can cause risk of cross-infections due to substances presence on the cot.

### 6.2 MAINTENANCE

Good care, cleaning and correct use of the cot are essential to obtain reliable, trouble free operation. Any mechanical device used in connection with patients must be periodically checked for wear. Should any wear be observed, repair and/or replacement is necessary. Upon receipt of the cot, visually and mechanically check for any discrepancies **BEFORE** placing it into service.

Upon installation of the cot into service, establish a program of regular maintenance and periodic inspection, identifying a responsible for these operations.

#### 6.2.1 What to control before placing the cot in service

- Cot functionality
- Bolts and nuts tightening
- Wear status (moving parts, wheels, restraints, mattresses)

### 6.2.2 Recommended lubrication interval

- 1-30 calls/month → every 6 months
- 30-150 calls/month → every 3 months
- more than 150 calls/month → every month



All the maintenance operations not included in the list above must be performed only by authorized personnel.

### 6.3 GENERAL REVISION AND LIFE SPAN

Every year the device must undergo complete servicing by the manufacturer.

If the correct revision is not carried out, the CE branding will no longer be considered valid as it will no longer be compliant with the 93/42/CE Directive for Medical Devices and therefore there is the possibility that it is no longer compliant with the safety standards declared by the Manufacturer at time of purchase.

It has a life span of 5 years.

The life span can be expanded only following a general revision of the product that must be carried out by the Manufacturer or by a centre authorised by the Manufacturer.

### 6.4 REQUEST FOR SERVICE

For any information concerning use, installation, maintenance, etc, contact the manufacturer.

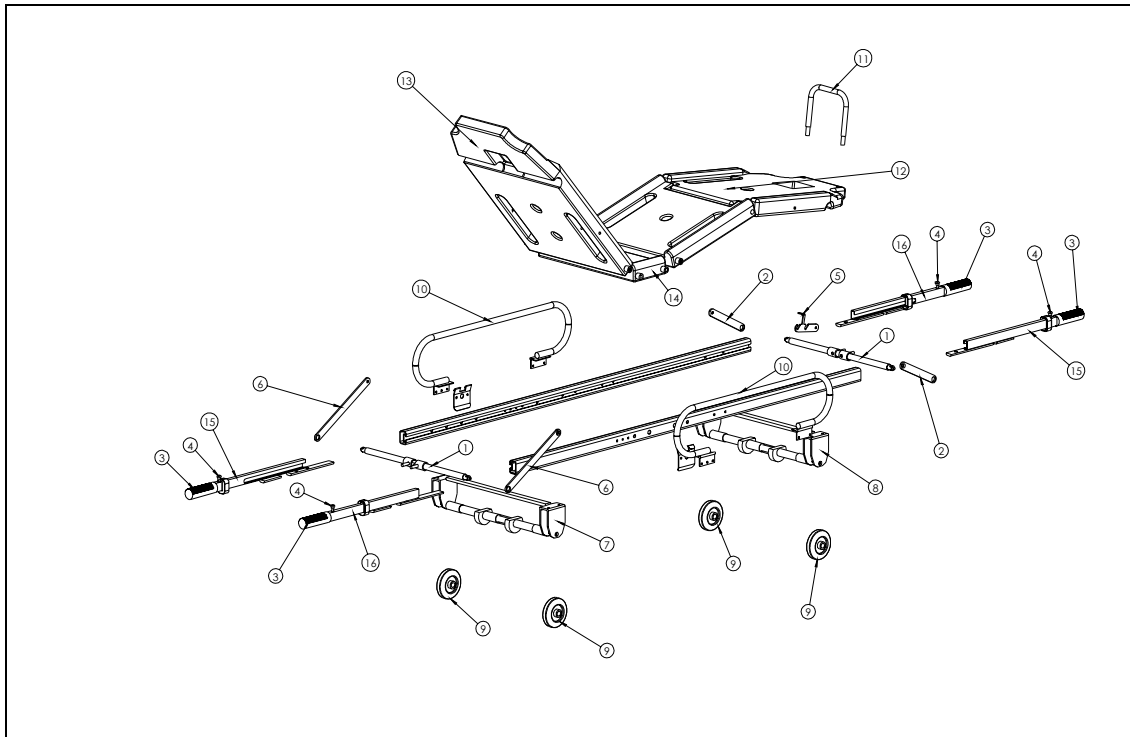
### 6.5 DEMOLITION

Follow laws in force.

## 7 – REPLACEMENT PARTS

### 7.1 LIST OF REPLACEMENT PARTS

Replacement parts are provided with instruction notes.



No.	DESCRIPTION	CODE
1	STRETCHER PLANE MOVEMENTS DEVICE	ST42622A
2	TRANDELEMBURG SUPPORT FLATS (pair)	ST42090A
3	PVC HANDLE (hole 30X15)	ST40000A
4	BUTTON FOR TELESCOPIC HANDLE (4 pieces)	ST42009A
5	TRANDELEMBURG-FLOWER HOOK	ST42006A
6	BACKREST SUPPORT FLATS (pair)	ST42080A
7	HEAD-END WHEEL-CARRIER BAR (complete)	ST42060A
8	FOOT-END WHEEL-CARRIER BAR (complete)	ST42070A
9	WHEEL diam 100	ST42110A
10	ROLLER JD (ADJUSTABLE SIDERAILS)	ST42010A
11	FOOTREST	ST42500A
12	TRANDELEMBURG-FLOWER	ST42040A
13	BACKREST	ST42619A
14	ELEMENT 2 (STRETCHER PLANE)	ST42050A
15	LEFT TELESCOPIC HANDLE	ST42624A
16	RIGHT TELESCOPIC HANDLE	ST42623A
12-14 mod.S *	FIXED ELEMENT (STRETCHER PLANE)	ST42041A

\*: not shown in the picture above



## **8 – ATTACHMENTS**

### **8.1 GUARANTEE FORM**

To activate the guarantee, fill and send back the specific form.

***www.spencer.it***

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Rel.1A (28/06/2004)