Safe Use of Medical Equipment: Teaching Sheets

This document contains instructions for using common types of medical equipment Agrace supplies. See page order at right:

1. Hospital bed
2. APP mattress overlay
3. Over-the-bed table
4. Walker
5. Wheelchair (standard)
6. Oxygen concentrator, portable tanks and supplies
7. Bathroom safety: shower chair, transfer bath bench, commode
8. Suction machine and supplies
9. Nebulizer
10. CPAP device
11. BiPAP device
12. Enteral feeding pump
13. Hoyer lift
14. Sit-to-stand lift
15. Trapeze
16. Transfer disc
17. Transfer board
18. Quad cane
19. Rollator walker
20. High-back reclining wheelchair with elevating leg rests
21. Broda full-recline chair and Pedal Broda chair
22. Raised toilet seat
23. Standard low-air-loss mattress
24. Premium low-air-loss mattress
Safe Use of Medical Equipment

While you are a hospice patient, your Agrace team may recommend that you use certain medical equipment to aid in your comfort and safety. Walkers, wheelchairs, hospital beds, shower chairs and oxygen concentrators are all examples of durable medical equipment (also called “DME”). The following pages explain how you get the equipment you need, and how to use several types of common equipment safely.

Who decides what equipment I need?

Your Agrace team will talk with you and your family or other caregivers about equipment that may be helpful for you. After your needs have been determined, your team will arrange to have the equipment delivered to you. The equipment Agrace provides will become part of your hospice “plan of care.” You should use it as prescribed or directed by your doctor and your Agrace care team.

Who provides the equipment?

Agrace provides your equipment. An Agrace medical equipment technician delivers it to you, assembles and adjusts it to meet your needs. The technician and your Agrace care team will show you how to use your equipment and review your home for safety, as related to using the equipment.

IMPORTANT: If your medical equipment from Agrace does not arrive by the time it was scheduled, or if you have other questions about using your equipment, please call (800) 553-4289. This number is answered 24 hours a day.

If the medical equipment Agrace provides does not meet your needs, do not try to modify it. Please talk with your team at their next visit (if it can wait) or call the number above. Someone from Agrace will help make sure the equipment works or send a replacement.

Who pays for the equipment?

Equipment related to your hospice diagnosis (the medical reason you are receiving hospice care) is part of your insurance policy’s hospice benefit. You do not pay for it separately.

Who will pick up the equipment when I no longer need it?

When you no longer need equipment that Agrace has supplied, your care team will arrange to have it picked up.

If you have questions or concerns about your medical equipment supplied by Agrace, call (800) 553-4289. This number is answered 24 hours a day, every day.

— DME-1 —
Instructions and Safety Guidelines

Here are instructions for safely using some of the medical equipment most commonly prescribed for people receiving hospice care.

- Hospital bed
- Alternating pressure pad (APP) mattress overlay
- Over-the-bed table
- Walker
- Wheelchair
- Oxygen concentrator, humidifier and portable oxygen tanks
- Bathroom safety equipment: shower chairs, transfer bath benches, standard bedside commodes

If your doctor has given you instructions for equipment use that are different from the information in this handbook, follow their instructions instead.

Hospital Bed

An adjustable electric hospital bed is higher than a regular bed, and it rolls easily on wheels. It allows you to sit up in bed to eat, read, talk and do other activities while staying in bed. Sitting up may help you breathe and swallow food and liquids. Being able to change positions can also help minimize pressure sores and help you rest more easily.

An electric bed is easy to operate without a caregiver’s help. It may be raised or lowered to give your caregiver easier access to you and make it easier for you to transfer to a chair. Your bed rails keep you from accidentally falling out of bed and can be used as a handhold when you want to change your position.

Lock the wheels: The bed has two wheel locks, on opposite corners of the bed. Lock the wheels to keep the bed securely in place. Unlock the wheels only when moving the bed. After repositioning the bed, re-lock the wheels.

Raising or lowering the bed: The hand-held controller with buttons lets you raise and lower the bed’s head and foot and change the overall bed height. Raising the whole bed can make it safer and easier for your caregiver to reach a stable standing position. Your caregiver can concentrate on assisting you, rather than struggling to lift you to a standing position. Raising the bed also prevents your caregiver from having to bend and stoop while helping you with bathing, feeding and other bedside care.

- Raise the foot section slightly before raising the head of the bed. This prevents you from sliding down in the bed. Most people find it more comfortable to raise their thighs and flex their knees while lying on their back for long periods of time.
- If the power goes out, take the hand crank from beneath the footboard. Insert it into the top of the footboard and turn it to raise/lower the bed.

Keep the side rails up, for safety. When someone is helping you turn in bed, the upper side rails should be up and locked. Set the bed at a height that permits the caregiver to reach over the rails and roll you toward them, never away from them. The upper side rails may be lowered when someone is caring for you or making the bed, but they should remain up at most other times.
Medical Equipment

• To move the rails, lift the black hook bar, slide the rail up or down, and replace the hook bar to keep the rail in position.
• Use the knob on the rail to tighten the rail to the bed if it feels loose.

Caution: While using the upper rails improves safety, it is recommended that you do not have all four siderails up at the same time, unless you have discussed this with your Agrace care team. It may not be safe if you are agitated, confused or restless while in bed.

APP Mattress Overlay

An alternating pressure pad and pump (APP) mattress overlay goes on top of a mattress. It works by changing the pressure in its internal air chambers at regular intervals. This may help reduce pain and prevent pressure on your skin while you are in bed.

• Cover the pad with a cotton flat sheet; if uncovered, it can increase friction with your skin. (A flat sheet is suggested because a tighter, fitted sheet could prevent the overlay from working properly.)
• Hang the pump over the bedframe or footboard of your bed, or set it on the floor where you won’t step or trip on it.
• Connect the overlay’s tubes to the inflating nozzles, and make sure they are securely attached. Check to make sure the tubes are not kinked or flattened.
• Plug the power cord into an electrical outlet. It will take about 10 minutes for the overlay to inflate the first time it is used. Use the dial to adjust the firmness to a level that is comfortable for you.
• Turn the power switch ON.

Safety and maintenance:

• The mattress overlay may be slippery when covered with a flat sheet. Be careful while sitting on the side of the bed or transferring out of bed. To prevent a fall, take extra precautions such as holding the bed rails, leaning on your walker or making sure you have extra support from a caregiver.
• If the overlay gets soiled, wipe it clean with soap and water.

Over-the-bed Table

An over-the-bed table has wheeled legs, and the height is adjustable. You can position it to give you easy access to items while you’re in bed. You can prevent falls by having what you need within reach on your table: glasses, water, hearing aids, a favorite book, and a mobile/wireless phone or a bell (to get your caregivers’ attention).

• To raise the table, pull UP on the adjustment lever (located underneath the table top) with one hand and raise the table to the desired position. Then release the adjustment lever.
• To lower the table, pull UP on the adjustment lever with one hand and push DOWN on the table on the same side as the lever. Then release the adjustment lever.
• Never lean or apply pressure to the end of the table opposite the vertical adjustment bar, as this could cause the table to tip.

If you have questions or concerns about your medical equipment supplied by Agrace, call (800) 553-4289. This number is answered 24 hours a day, every day.

— DME-3 —
Walker

A walker lets you bear some of your weight on your arms and hands, taking weight off your legs and feet. It also helps you balance and remain stable as you walk or stand. **Do not attempt to stand if you cannot do so safely. Using your walker properly may help prevent falls.**

The Agrace equipment technician who delivers your walker will adjust its height and make sure the legs are secure. When properly adjusted, the hand grips will be slightly above your wrists when you are standing with your arms hanging at your sides.

Your Agrace team will demonstrate how to use your walker safely. When using a walker for the first time, have someone else assist you.

- Follow slightly behind the walker. Do not step all the way into the front of the walker frame; you could lose your balance and fall forward.
- If your walker has wheels, push it slightly ahead of you as you walk.
- If your walker does not have wheels, lift the walker and place it forward so that the rear legs are a few inches ahead of your toes. Then step forward so your legs are about even with the rear of the walker. This gives you four stable legs to lean on, if necessary.
- Never use a walker on stairs. Always use stair handrails.
- Be very careful using a walker around throw rugs or cords, on uneven floors, and where flooring changes from carpet to vinyl, wood or tile. When obstacles are present, lift up slightly on walker to avoid catching the legs.
- To fold the walker, push down on the red release buttons and swing/fold the sides toward the inside of the walker.
- When opening the walker, make sure the sides click into the locked position before using it.
- To adjust the walker height, use the push button locks on the legs. Make sure all four legs are adjusted to the same height.

Wheelchair

A wheelchair makes transportation easier and more comfortable if you are unable to walk on your own for long stretches of time or just want to conserve your energy. It gives you greater independence and keeps you from getting too tired.

**SECURELY LOCK THE WHEELS EVERY TIME** before you sit in or get up from the wheelchair. To lock the wheels, push forward on the lock tips (found on either side of the chair seat) until the locks snap into the locked position.

**Adjusting the foot rests:** The foot rests on your chair should be adjusted for your comfort. An Agrace equipment technician will do this at the time of delivery, if possible.

If the foot rest is too low, you will feel a line of pressure under your thigh, at the front edge of the seat. If the foot rest is too high, your knees will raise up and you’ll bear more weight on your buttocks. Either situation increases the risk of pressure sores.
Adjusting the elevating leg rests: If your wheelchair has elevating leg rests, they should also be adjusted for your comfort. An Agrace equipment technician will do this at the time of delivery, if possible. Most people find it comfortable to use the chair with their knees bent.

- The angle of the elevating leg rests can be raised by lifting up on them until you reach a comfortable position.
- To lower the leg rest, push down on the small release lever and support the leg so it does not drop quickly.

Moving the foot rests/leg rests away from the front of the chair allows you to transfer more easily and safely from the chair to a bed, toilet or car.

- Pull the release lever and swing the foot/leg rest outward, to the side of the wheelchair.
- Return the rests to the front position by swinging them back from the side of the chair to the front. The rests will lock automatically in the front position.
- While in the swing-away position, the rests can also be removed from the chair entirely by lifting up on them. To replace them, put them back onto the chair in the swing-away position. Line them up on the metal prongs, then swing them back to the front position.

To fold the wheelchair:
- Pull the heel loops forward over the rear of the foot rests.
- Lift the foot rests and calf rests on their inside edges, into the vertical position OR remove them from the chair.
- Then lift the front center edge of the seat.

To unfold the wheelchair:
- Press DOWN on the seat rails (the bars that hold the outer edges of the seat). This will force the wheels apart, opening up the seat.
- You may need to tilt the chair to one side while you push down on the seat rails.
Oxygen Therapy

Oxygen Concentrator

Oxygen is classified as a drug and must be prescribed by a doctor. It is important that you use oxygen exactly as your doctor or your Agrace care team directs.

Your oxygen concentrator separates the oxygen from the nitrogen in the air, concentrates it, and stores it for you to breathe. A concentrator does not reduce the oxygen in the room, because it requires only a small amount of oxygen to generate enough for you to use.

A prescription for oxygen includes a “flow rate,” measured in liters per minute. Never change your flow rate of oxygen from what your doctor has prescribed without first calling an Agrace nurse to discuss why you think you need more oxygen. Too much oxygen can be just as harmful as too little.

Turning ON oxygen

- Plug the concentrator into a properly grounded electrical wall outlet. Do not use an extension cord.
- Turn the switch to the ON position.
- Adjust the flow adjustment knob until the flow meter registers the flow rate prescribed by your doctor (measured in liters per minute).
- Attach the tubing from your cannula (nasal prongs) to the oxygen outlet.
- Put the cannula up to your nose, insert it with the prongs curved downward, and adjust for comfort.

Making sure oxygen is flowing

- At a low rate (2 – 3 liters per minute) you will not feel much air coming out of the cannula.
- Raise the cannula to your cheek to feel air flow, or raise to your ear to hear the flow.
- You may also place your cannula in a glass of clean water. If bubbles come from the tubing, you know the oxygen is flowing.

Turning OFF oxygen

- Remove the nasal cannula.
- Turn the concentrator power switch to the OFF position.
- It is not necessary to turn the flow control OFF after it has been set properly; however, it should be checked each time the concentrator is turned ON, and again periodically during use. The flow control may require adjustments from time to time.
If the alarm sounds
Your oxygen concentrator has an alarm to alert you if there is a power failure or the equipment malfunctions. If the alarm sounds, quickly look to see if:

• the tubing is blocked/kinked,
• the power cord is unplugged from the electrical wall outlet, or
• the power is out in the whole house.

If the power is out, turn OFF the concentrator to stop the alarm.
Then turn ON your back-up system and connect your oxygen tubing to it. Agrace provides you portable oxygen tanks to use if your concentrator is not functioning properly (see directions below).

After you’ve connected to a tank, notify Agrace of the concentrator malfunction immediately.

Opening and using portable oxygen cylinders (tanks)
To use your back-up portable tank during a power failure, follow the written directions below. If you have trouble with this process, please watch a video of these steps at agrace.org/caregiver or call (800) 553-4289.

1. Place the oxygen tank securely upright in a stand.
2. Remove the plastic safety seal that covers the valve stem at the top of the tank.
3. Find the regulator. It has a T-handle at one end, a hole through the middle, and a round gauge on the side that shows how much oxygen is in the tank.
4. Look inside the center hole for two small metal alignment pins. They will need to line up with two holes on the tank’s valve stem.
5. Hold the regulator with silver hose barb pointing downward. Hold the tank’s valve stem upright and slide the regulator down over the valve stem until the pins slide into the holes. You may hear them click into place.
6. Hold the regulator still with one hand, and use your other hand to turn the T-handle at the end of the regulator clockwise (to the right) to tighten it in place.
7. Fold the valve stem to create a lever that can be turned. Slowly turn it two full turns counterclockwise (to the left). Now the tank is open.
8. The round pressure gauge on a full “E-cylinder” tank should read 2,000 psi—the needle will point to the green section of the gauge.
9. Connect your oxygen tubing to the silver hose barb that is pointing down from the regulator.
10. Turn the flow selector on the end of the regulator to the flow rate prescribed by your doctor.

See a helpful video at agrace.org/caregiver.
Troubleshooting a leak:
If you notice the tank is leaking (you hear a hissing sound), make sure the regulator has been connected according to the directions above. A leak sometimes happens if a black seal washer is not securely in place. The washer should be inside the “hole” in the regulator (next to the two metal alignment pins). If you continue to have trouble with the tank leaking, call Agrace for assistance.

How long does oxygen last in E cylinders?
As you open an oxygen cylinder (tank), check the pressure gauge to ensure that you have enough back-up oxygen. When the needle on the gauge nears the RED zone (less than ¼ full), it is time to change the tank.

<table>
<thead>
<tr>
<th>Liter Flow Per Minute Continuous Flow</th>
<th>Approximate HOURS of Oxygen Left</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full Cylinder</td>
</tr>
<tr>
<td>1 LPM</td>
<td>8.00</td>
</tr>
<tr>
<td>2 LPM</td>
<td>4.00</td>
</tr>
<tr>
<td>3 LPM</td>
<td>2.70</td>
</tr>
<tr>
<td>4 LPM</td>
<td>2.00</td>
</tr>
<tr>
<td>5 LPM</td>
<td>1.60</td>
</tr>
<tr>
<td>6 LPM</td>
<td>1.30</td>
</tr>
<tr>
<td>7 LPM</td>
<td>1.10</td>
</tr>
<tr>
<td>8 LPM</td>
<td>1.00</td>
</tr>
</tbody>
</table>

Removing the regulator from a tank:
1. Close the tank by turning the valve stem lever clockwise (to the right) until it stops.
2. The needles on the pressure gauge will gradually reduce to “0”. When they reach 0, turn the flow selector counterclockwise until it stops.
3. Loosen the regulator by turning the T-handle counterclockwise (to the left). Remove it from the tank valve stem. You may keep the regulator to use with other back-up tanks.

Cleaning and Replacing Oxygen Supplies

Cannula and extension tubing: The cannula is a nose piece (nasal prongs) that delivers oxygen. The prongs fit into your nostrils. The other end attaches to the extra tubing or the humidifier, if one is used.

- Clean the cannula every day. Wipe the prongs with a clean, damp cloth. Do not use other cleaning products.
- Use a new cannula once every two weeks, and whenever yours becomes dirty or clogged. Throw away the old one. If you are alternating use of two cannulas, use them for two weeks only, then throw both away.
- Extension tubing should never be longer than 50 feet, or you may not get the proper flow of oxygen. Change your extension tubing every three months; your Agrace nurse or CNA can help.

If you have questions or concerns about your medical equipment supplied by Agrace, call (800) 553-4289. This number is answered 24 hours a day, every day.

— DME-8 —
**Medical Equipment**

---

**Air filter (10-liter concentrators only):** The sponge-like inlet air filter on your oxygen concentrator should be cleaned once a week, or as needed. Your Agrace nurse or CNA can help with this. Remove the filter and wash it under running tap water. Shake out the excess water and dry it by squeezing it in a towel before replacing it. The concentrator should never be used without this filter in place.

**Humidifier:** A humidifier is a bottle that is filled with water and attached to the oxygen system to moisten the oxygen before you inhale it. Medical oxygen is dry. Use the humidifier if your nose is dry or irritated.

- Add distilled water or clean, cool boiled water to your humidifier every day, but keep water below the “Max Fill” line. Overfilling will cause water to build up in your tubing.
- Keep the humidifier clean, and sanitize it once a week to prevent bacteria growth and infection.
- To clean your humidifier, you will need dish-washing detergent (like Dawn®), white vinegar, a small brush (a bottle brush or tooth brush) and two basins or large bowls.
  - In one basin, wash the disassembled humidifier in warm, sudsy water containing dish-washing detergent. Use a brush to remove any residue.
  - Rinse all parts thoroughly under clear, hot running water.
  - In the other basin, soak all parts in a mixture of equal parts white vinegar and water for 30 minutes. Make sure all parts are completely covered by the water and vinegar solution.
  - Rinse all parts thoroughly under clear, hot running water.
  - Lay the parts on a paper towel in a clean area and allow to dry.
  - When dry, reassemble and reconnect the parts.

**Water trap:** If your tubing has a water trap, change it when you change your tubing, or more often, as needed. Your Agrace team can help with this.

---

**Oxygen Therapy Safety Precautions**

There must be enough space around your oxygen equipment to allow air to circulate freely around all sides of the unit. You may notice some heat from the unit, but this is normal.

Oxygen does not explode, but it will make a fire burn much faster and hotter. **Portable oxygen tanks must be handled with great care.** To avoid the chance of fire and other hazards associated with oxygen, follow these rules:

- **DO** use a stand for all oxygen tanks, or lay them down on their side where they cannot fall or roll around.
- **DO** keep oxygen equipment out of reach of unsupervised children.
- **DO** use water-based lubricants (K-Y Jelly or lip balm) on your lips or nostrils to prevent discomfort due to the drying effect of oxygen.
- **DO** wrap gauze around the tubing if it rubs uncomfortably at the top of your ears.
- **DO** let your Agrace team know if you need more oxygen to cover an upcoming holiday or stretch of bad weather—or if you are planning to travel, especially outside of the Agrace service area.
- **DO NOT** allow open flames, lit smoking materials or spark-producing equipment to be in the room where oxygen is being used or stored.
- **DO NOT** use electrical equipment around your oxygen (examples: electric shavers, electric blankets, — DME-9 —

If you have questions or concerns about your medical equipment supplied by Agrace, call **(800) 553-4289.** This number is answered 24 hours a day, every day.
electrical heating pads). Keep these items at least five feet away from any oxygen source.

- **DO NOT** place oxygen equipment near any source of heat, including radiators, heat ducts and stoves.

- **DO NOT** store oxygen equipment in an enclosed space, like a closet. Wipe the back of the concentrator with a damp cloth several times a week to make sure the air intake panel does not clog with dust.

- **DO NOT** use any *petroleum-based* products such as oily back rubs, lip balms, lotions, creams or Vaseline® while receiving oxygen. **DO NOT** handle or allow others to handle oxygen equipment with these substances on their hands.

- **DO NOT** use aerosol sprays, alcohol, alcohol-based products, products containing ether or other flammable components near oxygen.

- **DO NOT** oil or grease your oxygen equipment.

- **DO NOT** allow oxygen tubing to be covered by bedding or any other objects.

- **DO NOT** route oxygen supply tubing under carpet or furniture.

- **DO NOT** leave oxygen on when it is not in use.

- **DO NOT** attempt to repair oxygen equipment or allow untrained people to use or adjust your equipment. Call Agrace if you need help adjusting your equipment.

- **DO NOT** transport oxygen tanks in an enclosed area such as the trunk of your car.

---

**Bathroom Safety:**

Agrace staff may suggest equipment for you to use in the bathroom to promote safety and independence. The layout of your bathroom may determine which equipment is the best option for you. It may be easier to use a handheld shower head to shower while seated.

**Shower Chair with or without Back**

- Place the shower chair completely in the tub or shower stall. Make sure all chair feet are flat on the floor and the seat is level before using the chair.

- When using in a shower, set the chair seat at a comfortable height. Adjust the height by pushing in the snap button locks and moving the leg extensions up or down.

- When using the chair in a bathtub, place it toward the back, away from the faucets. Adjust the seat height so it matches or is higher than the side of the tub. This makes transfers easier.

**Safety**

- Keep the tub/shower clean and free of soap film to help prevent slipping.

- Exert force only straight down when sitting down or rising from the seat. Shower chairs are lightweight and not anchored; pushing horizontally could cause the seat to slip or even tip over.

---

If you have questions or concerns about your medical equipment supplied by Agrace, call (800) 553-4289. This number is answered 24 hours a day, every day.

— DME-10 —
Medical Equipment

**Transfer Bath Bench**

A transfer bath bench allows you to move into a bathtub from a seated position.

- Place the bench so the two legs with suction cups are inside the tub.
- The backrest and seat should face the faucet. If the seat back is on the wrong side for your tub, slide the seat out and move it to the other side of the bench.
- The seat depth can be adjusted on the underside of the bench.
- To adjust the seat height, push in the snap button locks and move the leg extensions up or down.
- For safety, make sure the seat is level and stable before using the bench. To level the seat, the legs outside the tub may need to longer or shorter than the legs inside the tub.

**Standard Commode**

A commode is a portable toilet that can be used different ways to save energy and enhance safety. It can be used at the bedside, as an elevated seat when placed over the toilet, or as safety arm rails when placed over the toilet.

- Make sure the commode is adjusted to the proper height for use. Adjust the seat height by pushing in the snap button locks and moving the leg extensions up or down.
- Ensure all legs are even on the floor.
- To use the commode at the bedside, place the removable bucket on the frame underneath the seat. Keep a small amount of water in the bottom bucket to make cleaning it easier.
- Using the commode over the toilet provides greater stability and safety for getting on and off the toilet. The higher seat and arm rests make transfers easier. When using the commode over the toilet, remove the bucket and use the splash guard instead.

If you have questions or concerns about your medical equipment supplied by Agrace, call (800) 553-4289. This number is answered 24 hours a day, every day.

— DME-11 —
Suction Machine and Supplies

A suction machine may be used for either oral (mouth) or gastric (stomach) suctioning. Agrace staff will demonstrate safe and comfortable use of suction. The supplies needed for suction include the compressor, collection bottle, tubing and either a Yankauer (a plastic tube with mouthpiece) for oral suction or a gastric tube for gastric suction.

Setting up the machine:

- Place the suction machine on a flat surface and plug it in.
- Connect the short tubing from the aspirator (the valve beneath the pressure gauge) to the port on the lid of collection bottle labeled “Vacuum.”
- Connect one end of the long tubing to the port on the collection bottle labeled “Patient.”
- Turn on the machine.
- Turn the pressure regulator knob to adjust suction pressure to read:
  › Up to 400 cmH2O for adults
  › 100 cmH2O for children
  › 60 – 80 cmH2O for infants

The suction pressure can be increased if the recommended setting is not enough to remove the secretions, and turned down if it is too strong.

- Connect the other end of the patient connecting tubing to the appropriate suction instrument, either the Yankauer for oral suction or the gastric tube for gastric suction.
- To check that there is suction, place the end of the patient connecting tubing in a small glass of clean water, making sure to cover the small hole in the grip of the Yankauer with your thumb. If the water is sucked into the tube, it is working. If no water enters the tubing, check all the tube connections and make sure the machine is turned on.

Oral suction may be used to remove saliva and mucus (oral secretions) from the mouth when swallowing is difficult.

- Gently place the Yankauer suction tip in the mouth and carefully move it around to remove pockets of fluid. Cover hole on the Yankauer tip to create suction and release it to stop suction.
- Do NOT push the Yankauer tip down the throat, as this will cause gagging and may increase secretions.
- After each use, place the end of the tubing or Yankauer in a small amount of water and draw it into the tubing to keep the tubing clean.
**Gastric suction** can be used to empty your stomach contents if you have a feeding tube and are unable to digest your food, or if you experience nausea. It can be continuous or intermittent. Your Agrace care team will show you how to set the machine properly and teach you how long to leave suction attached to your gastric tube.

- Empty the collection cannister when it is about two-thirds (2/3) full. If the collection cannister gets overfilled, the suction will no longer work.
- Allow the suction machine to draw in a small amount of water to clear the tubing. Then remove all tubing from the cannister lid, open the large capped port and empty the contents into a toilet.

If there are any problems with the device that you cannot troubleshoot, stop the suctioning process and call Agrace immediately to speak with a nurse.

---

**Cleaning your suction supplies**

For oral suctioning, wash the Yankauer daily in warm, soapy water and rinse well.

- Wash the collection bottle in warm, soapy water at least twice a week.
- Once a week, disinfect both the Yankauer and collection bottle after washing them. Submerge the parts in a mixture of one part white vinegar and three parts water; let them soak at least 30 minutes. Rinse well under running water. Air dry.

For gastric suctioning, wash the collection bottle and lid each day with a mild dish soap. Rinse them well, dry them and reassemble the tubing.

- Replace the bottle if it becomes cracked—it will not suction properly if it is not airtight.
- For safety, wear disposable gloves when connecting the tubing to the tube on the patient’s abdomen.
Nebulizer

A nebulizer is a device that allows you to turn liquid medication into a fine mist that can be inhaled. It is often used to help people with lung conditions and breathing troubles receive medication to help them breathe easier.

1. Wash your hands with hand sanitizer or soap and water—or put on clean disposable gloves.
2. Check the package to make sure the medication is not past its expiration date.
3. Open the medication packaging, twist the top off the vial, and squeeze the medication into the nebulizer cup.
4. Twist the top of the nebulizer cup back on.
5. Check the mouthpiece to see that it is clean. If it looks dirty, rinse it with water and wipe it with a paper towel. Once it is clean, attach the mouthpiece to the top of the cup with the T shaped plastic connector. The Agrace technician will demonstrate how to connect the mouthpiece or mask. (If you are using a mask, make sure it is rinsed and wiped clean before using it.)
6. Connect one end of the oxygen tubing to the bottom of the nebulizer cup. Attach the other end of the tubing to the nebulizer compressor base.
7. Switch the nebulizer base “ON” and watch for aerosol mist coming through mask or mouthpiece.
8. Sit upright, if possible.
9. If using a mouthpiece, hold it between your lips, creating a seal around it.
10. If you are using a mask, place it over your nose and mouth, and put the elastic band over your head, above your ears, to hold it tight to your face.
11. Breathe at a normal rate, in and out through your mouth. Occasionally, take a deep breath.
12. When the medication is completely nebulized, no more mist will come out of the cup into the mouthpiece or mask. Turn the nebulizer machine OFF, and remove your mask/mouthpiece.

Cleaning a nebulizer

- After each treatment, take the top off the nebulizer cup and pour out any excess liquid.
- Rinse the nebulizer cup and mouthpiece/mask with water after each treatment. Air dry on a clean paper towel.

If you have questions or concerns about your medical equipment supplied by Agrace, call (800) 553-4289. This number is answered 24 hours a day, every day.
• Wash the parts twice a week with water and a mild dish soap. Then disinfect the parts with a mixture of one part white vinegar to two parts water. Submerge the parts completely and let them soak for at least 30 minutes, but no more than two hours.
• After disinfecting the parts, rinse them with distilled water. If you don’t have distilled water, you can make water sterile by boiling it for five minutes and letting it cool.
• Air dry the parts on a clean paper towel.
• Place nebulizer parts in a clean plastic bag until your next treatment.
Continuous Positive Airway Pressure (CPAP) Device

A CPAP device is a machine that feeds a constant flow of air pressure into your airway. The airflow keeps your airway open, so you continue to breathe as you sleep and get more restful sleep. A CPAP is for people with sleep apnea (who stop breathing for periods of time while they sleep). The device automatically changes pressure level throughout the night based on your needs.

CPAP devices have built-it humidification to keep your airway moist, because the flowing air can be drying.

Set-up:

- If you are a first-time user of a CPAP machine, Agrace's respiratory therapist or technician will visit you to set up the device and adjust it to meet your needs. The therapist will fit the mask to your head and set your airflow settings to the level prescribed by your doctor.
- To set up the machine yourself, start with the machine on a stable, level surface. The power cord has two sections, with an A/C adapter block in between.
- Plug one end of the power cord into the A/C adapter box and the other end into a wall electrical outlet.
- Plug the round end of the A/C adapter cord into the power port on the back of the machine.
- Open the water tub and fill ONLY WITH DISTILLED water. Keep water below the maximum (MAX) water level mark. You may need to fill the tub every night before using the CPAP.
- Close the tub and slide it into the end of the CPAP machine. The water level markings will be on the front side of the machine when inserted properly.
- Insert the larger end of the tubing elbow into the circular port on the back of the CPAP machine.
- Connect one end of the air tubing firmly to the plastic elbow and the other end firmly onto the assembled mask (the mask comes with easy-to-follow directions for assembly). The connection will click into place when attached properly.
- Press the START/STOP button on the top of the machine to begin airflow.
- Once the Agrace respiratory therapist or technician has adjusted the mask straps to fit your head, use the quick-release magnetic closures to put the mask on and take it off. If you unfasten the straps, they may not fit properly the next time you use the mask.

Cleaning

- Wash the water tub and air tubing in warm water using mild detergent. Do NOT wash in a dishwasher or washing machine.
- Rinse the water tub and air tubing thoroughly and allow to air dry. You can hang your air tubing over a shower rod or towel to let the excess water run out of the tubing and air dry.
- Do NOT use bleach, chlorine, alcohol- or aromatic-based solutions (such as essential oils), moisturizing or antibacterial soaps or scented oils to clean the device, the water tub or air tubing.

If you have questions or concerns about your medical equipment supplied by Agrace, call (800) 553-4289. This number is answered 24 hours a day, every day.
• Refer to your mask user guide for instructions on cleaning your mask.
• If you want to wash the soft mask straps (headgear), remove the plastic mask from the straps.
  › Handwash the headgear in warm water with mild liquid detergent.
  › Rinse the headgear under running water.
  › Squeeze the headgear to remove excess water.
  › Leave the headgear to air dry.

**Maintenance**

• Request a new mask if yours leaks, or if the plastic breaks down or is discolored.
• Every month, replace the air filter located inside the perforated air intake door on the CPAP machine.

**Troubleshooting**

• If air is leaking from around the mask, it may not be the proper fit. Try moving the mask on your face or have someone tighten the Velcro straps to make the mask tighter in the areas where it seems to be leaking.
• If your nose is getting dry and blocked, adjust the humidity level to a higher setting.
• If drops of water are getting in the mask and tubing, the humidity level may be set too high. Adjust it to a lower setting.
• If your mouth is getting dry, uncomfortable or painful, air may be escaping out of your mouth as you sleep. Consider getting a chin strap to keep your mouth closed if you are not using a full-face mask. Or try increasing the humidity level.
• If the CPAP machine continues to blow air after being turned off, that’s OK. It is cooling down and blowing air to evaporate any droplets that remain in the tubing. It will stop automatically after 30 minutes.
• If the machine’s screen and buttons are flashing, a software update is in progress. It usually takes about 10 minutes.
• If the screen is black, it may mean the backlight on the screen has turned off (which happens automatically). Press the HOME button or dial to refresh the screen. If that doesn’t work, check the power supply to see if it has been unplugged.
Bi-level Positive Airway Pressure (BiPAP) Device

A BiPAP device is an auto-adjusting machine that feeds a flow of air pressure into your airway to help you sleep. The pressure is changes based on whether you are inhaling or exhaling (bi-level). It is for people with lung conditions who need help removing carbon dioxide from their lungs. It can be used while awake or sleeping, as your doctor prescribes.

BIPAP devices have built-it humidification to keep your airway moist, as the flowing air can be drying. This helps you get a more comfortable night’s sleep.

Set-up

- If you are a first-time user of a BiPAP machine, Agrace’s respiratory therapist or technician will visit you to set up the device and adjust it to meet your needs. The therapist will fit the mask to your head and set your airflow settings to the level prescribed by your doctor.
- To set up the machine yourself, start with the machine on a stable, level surface. The power cord has two sections, with an A/C adapter block in the middle.
- Plug one end of the power cord into the A/C adapter box and the other end into a wall electrical outlet.
- Plug the round end of the A/C adapter cord into the power port on the back of the machine.
- Open the water tub and fill ONLY WITH DISTILLED water. Keep water below the maximum (MAX) water level mark. You may need to fill the tub every night before using the BiPAP. Close the tub and slide it into the end of the BiPAP machine. The water level markings will be on the front side of the machine when inserted properly.
- Take out the tubing elbow and insert the larger end into the circular port on the back of the BiPAP machine.
- Connect one end of the air tubing firmly to the plastic elbow and the other end firmly onto the assembled mask (the mask comes with easy-to-follow directions for assembly). The connection will click into place when attached properly.
- Press the START/STOP button on the top of the machine to begin airflow.
- Once the Agrace respiratory therapist or technician has adjusted the mask straps to fit your head, use the quick-release magnetic closures to put the mask on and take it off. If you unfasten the straps, they may not fit properly the next time you use the mask.
- **Airflow settings:** The Agrace respiratory therapist or technician will set up your machine to the setting prescribed by your doctor.

Cleaning

- Wash the water tub and air tubing in warm water using mild detergent. Do NOT wash in a dishwasher or washing machine.
- Rinse the water tub and air tubing thoroughly and allow to air dry. You can hang your air tubing over a shower rod or towel to let the excess water run out of the tubing and air dry.

If you have questions or concerns about your medical equipment supplied by Agrace, call (800) 553-4289. This number is answered 24 hours a day, every day.
• Do NOT use bleach, chlorine, alcohol- or aromatic-based solutions (such as essential oils), moisturizing or antibacterial soaps or scented oils to clean the device, the water tub or air tubing.
• Refer to your mask user guide for instructions on cleaning your mask.
• If you want to wash the soft mask straps (headgear), remove the plastic mask from the straps.
  › Handwash the headgear in warm water with mild liquid detergent.
  › Rinse the headgear under running water.
  › Squeeze the headgear to remove excess water.
  › Leave the headgear to air dry.

**Maintenance**

• Request a new mask if yours leaks, or if the plastic breaks down or is discolored.
• Every month, replace the air filter located inside the perforated air intake door on the BIPAP machine

**Troubleshooting**

• If air is leaking from around the mask, it may not be the proper fit. Try moving the mask on your face or have someone tighten the Velcro straps to make the mask tighter in the areas where it seems to be leaking.
• If your nose is getting dry and blocked, adjust the humidity level to a higher setting.
• If drops of water are getting in the mask and tubing, the humidity level may be set too high. Adjust it to a lower setting.
• If your mouth is getting dry, uncomfortable or painful, air may be escaping out of your mouth as you sleep. Consider getting a chin strap to keep your mouth closed if you are not using a full-face mask. Or try increasing the humidity level.
• If the BiPAP machine continues to blow air after being turned off, that’s OK. It is cooling down and blowing air to evaporate any droplets that remain in the tubing. It will stop automatically after 30 minutes.
• If the machine’s screen and buttons are flashing, a software update is in progress. It usually takes about 10 minutes.
• If the screen is black, it may mean the backlight on the screen has turned off (which happens automatically). Press the HOME button or dial to refresh the screen. If that doesn’t work, check the power supply to see if it has been unplugged.

If you have questions or concerns about your medical equipment supplied by Agrace, call **(800) 553-4289**. This number is answered 24 hours a day, every day.
If you have questions or concerns about your medical equipment supplied by Agrace, call (800) 553-4289. This number is answered 24 hours a day, every day.

Enteral Feeding Pump

A feeding pump enables a controlled amount of tube feeding formula to be given over time. Your doctor and Agrace Care Team will work with you to set appropriate rates and amounts. Your pump will come with an IV stand and a feeding bag. The Agrace equipment technician who delivers the pump will attach the pump to the IV pole for you.

1. Wash your hands thoroughly.
2. Check the tube feeding formula’s expiration date.
3. Plug the power cord into the pump and then plug into a wall electrical outlet.
4. Remove the feeding bag from the package and close the purple roller clamp on the tubing. This prevents the formula from flowing too soon.
5. Hang the bag on the IV pole and pour in the tube feeding formula.
6. Open the blue door on the side of the pump. Insert the clear drip chamber into the guide on the pump (follow the diagram on the machine).
7. Open the roller clamp and allow the formula to flow until the tube is free of air bubbles. Close the clamp.
8. Finish connecting the tubing around the black rotor knob, then position the tubing so it goes up, out the top. Close the blue door.
9. Set the rate and dose limits on the pump (as ordered by your doctor). Your Agrace care team will help set the pump to the correct rate.
10. Connect the tubing to the feeding tube.
11. Open the roller clamp.
12. Turn ON the pump by pushing the RUN button on the display screen.
Troubleshooting:

- If the alarm sounds, press the HOLD button (see the display screen). Correct the alarm condition that shows on the screen, then press RUN to resume feeding.
- Replace the tube feeding bag every 24 hours or more often if it becomes soiled.
- Follow your doctor’s instructions for changing and flushing the system.

**Battery life:** The pump has a battery that allows you to move around with it unplugged for about 8 hours. If the “low battery” message appears, the battery will last about 30 minutes before shutting down. Plug it back in to recharge.

If you have questions or concerns about your medical equipment supplied by Agrace, call (800) 553-4289. This number is answered 24 hours a day, every day.
Hoyer Lift
An electric Hoyer lift enables a caregiver to move a person out of bed and into a chair if the person cannot bear any weight. Your Agrace care team will demonstrate this process and teach you how to safely use the Hoyer lift.

To move a person from a bed to a wheelchair or commode:

- If using a hospital bed, ensure side rails are in locked position and raise the bed to a comfortable height for the caregiver.
- Fold the sling in half, lengthwise.
- Roll the patient onto one side, and tuck the folded sling under half of their body. Roll the patient back until they are lying flat on their back again.
- Then go to the opposite side of the bed and roll the patient the other way. Pull the sling through so it is under the patient.
- Turn ON the Hoyer lift by turning the RED dial clockwise (to the right). Check the LED screen to see that there is battery charge.
- Open the legs of the lift by stepping on the right side of the foot lever.
- Slide the lift’s legs under the bed, positioning the arm of the lift above the patient.
- Using the hand control, lower the lift so the arm is just above the patient.
- Agrace staff will tell you which loops to use on your sling. Attach the shoulder loops to the D ring on the Hoyer arm closest to the patient.
- Attach the middle loops (not present on every sling) to the middle D ring.
- Attach the leg loops to the D ring farthest from the patient.
- Lower the bed rails.
- Using the hand control, slowly raise the patient off the bed until their body just clears the surface of the bed.
- When the patient’s buttocks have been raised above the bed, turn their legs until the are facing the lift mast. In this position, their legs will be off the side of the bed, with their knees directly facing you at the end of the lift. Take care to not bump the patient’s head or body on the lift.
- Keep the lift legs in the OPEN position while you are using the lift.
- Move the lift into the desired position and line up the patient to the wheelchair or commode.
- Slowly lower the patient to the seated position.

If you have questions or concerns about your medical equipment supplied by Agrace, call (800) 553-4289. This number is answered 24 hours a day, every day.
• Stand to the side or behind the patient and use the handle on the sling to guide them to the seat.
• Unhook the sling from lift. Ease it out from under the patient.
• Pull lift away and plug in to charge.

**To move from a chair to the bed:**

• Lower the hospital bed to middle position.
• Open legs of the Hoyer lift and slide it next to the patient’s chair, so the arms of the lift are centered above the patient.
• If the sling is not already under the patient, have them lean forward and slide the sling under them.
• Attach sling loops to the D rings on the arms of the lift.
• Using the hand control, slowly lift the patient from the seated position.
• Turn the patient so their legs are pointing to the end of the bed.
• Move the lift to the bed and center patient over the bed. Try to position them so a second move won’t be needed.
• Lower the patient to the bed.
• Detach the sling from the lift and move lift aside.
• Turn patient side to side to remove sling.

**Charging the battery:**

• Remove the small rubber plug on the lower right side of the battery to open the port.
• Insert the battery charger into the port.
• Plug in to wall electrical outlet. A green indicator light on the plug will come on when plugged in.
• The red On/Off button needs to be in the UP position (machine turned on) for the battery to charge.
• When charging, the screen on the lift will light up and show charge.
• The battery charges in place; do not remove it.
• Leave the lift plugged in when not in use, to ensure battery is charged.

**Safety and Troubleshooting:**

• Do not exceed the Hoyer’s lift’s weight limit.
• Do not push or pull on the “boom arm,” or the lift could tip.
• Do not lock the brakes or block the wheels when lifting a patient. The wheels must be free to roll to allow lift to adjust itself as the patient’s weight shifts.
• Always ensure the patient’s head is clear of the lift.

If you have questions or concerns about your medical equipment supplied by Agrace, call (800) 553-4289. This number is answered 24 hours a day, every day.
• When lifting, always keep the patient centered over the base and facing the caregiver who is operating the lift.

• Ensure proper sling placement to prevent the patient from sliding out of the lift. Position the patient in the sling so their knees are slightly above the level of their waist.

• To reduce the chance of the lift tipping, spread the adjustable base legs to the widest position before lifting. Keep legs open during use.

• Do not use lift on deep-pile carpet, over thresholds, on uneven surfaces, outdoors or anywhere an obstruction could cause wheels to stop and lift to tip over.

**Loss of power while lifting:**

• Do not pull on the battery lever (located beneath the LED screen) when moving the sling, as this will release the battery and the lift will lose power.

• If power is lost during use, there is an Emergency Lowering Mechanism on the pump to raise or lower the patient. The Emergency Lowering Mechanism is the red ring located at the top of the hydraulic shaft. Pull down the red plastic collar ring and turn it clockwise (to the right) to lower patient. You will need to continue to turn the ring, click by click, until the patient is in low position. The patient may be raised without power by pulling down and turning the ring counterclockwise (to the left).

• If the hand control does not work, you may raise and lower the patient using the arrow buttons on either side of the LED screen.
Sit-to-Stand Lift

An electric sit-to-stand lift allows a caregiver to assist a patient who can bear weight but who is not able to walk to a wheelchair or commode. Your Agrace team will demonstrate how to safely use the sit-to-stand lift.

- Turn the lift ON by turning the RED dial until it pops up.
- Check the LED screen to see that the battery is charged.
- Begin with patient in a sitting position at the side of the bed or in a chair.
- Open the legs of the lift by stepping on the right side of the adjustment lever behind the footplate.
- Place the patient’s feet on the lift’s footplate, with their knees resting against the knee pads.
- Lock the wheels by stepping down on the RED lever on the wheels.
- Place the patient’s hands on the hand grips so they lean forward, if they are able.
- Slide the sling around and behind the back of the patient.
- Buckle the sling in place and pull tight on the loose end of the strap.
- Attach the sling hooks to the lift D rings.
- Your Agrace team will assist you in selecting the correct hook for the patient. The closer the hook to the patient, the taller the patient will stand.
- Use the hand control to slowly lift the patient into a standing position. As they stand, they will bear some weight on the arms and legs. (If you see that they are too weak to bear some weight, put them back down to sitting position and do not attempt to use lift. Call Agrace for further instructions).
- Unlock the wheels by stepping on the gray part of the wheel locks.
- Close the lift’s legs. To move the stand, step on the left side of the adjustment lever behind the footplate.
- Roll the lift to the destination chair/bed and carefully line up the patient to the seat. Make sure the locks are set on the receiving chair/bed.
- Lock the wheels on the lift.
- Before lowering the patient, walk to their side or behind them. In this position, you can use the handle on the back of the sling to guide the patient to the seat.
- Using the hand control, slowly lower the patient into the seat/onto the bed.
- Disconnect the loops from the D rings.
- Remove the sling.
- Turn the lift OFF by pushing in the RED dial (you do not have to turn it).

If you have questions or concerns about your medical equipment supplied by Agrace, call (800) 553-4289. This number is answered 24 hours a day, every day.
Charging the battery:
- Remove the small rubber plug on the lower right side of the battery to open the port.
- Insert the battery charger into the port.
- Plug in to wall electrical outlet. A green indicator light on the plug will come on when plugged in.
- The red On/Off button needs to be in the UP position (machine turned on) for the battery to charge.
- When charging, the screen on the lift will light up and show charge.
- The battery charges in place; do not remove it.
- Leave the lift plugged in when not in use, to ensure battery is charged.

Safety and Troubleshooting:
- Do not use this lift if patient is unable to bear weight on their legs.
- Do not exceed the weight limit for the lift.
- Do not use lift on shag or deep pile carpeting, over thresholds, on uneven surfaces, outdoors or anywhere an obstruction could cause wheels to stop.
- The Agrace equipment techs or care team will assist in adjusting the leg pad height and depth. The height may be adjusted by pulling on the ringed pin and lifting the leg rest plate. The depth may be adjusted by pulling on the ringed pin and pushing the slide front or back.

Loss of power while lifting:
- Do not pull on the battery lever (located beneath the LED screen) when moving the sling, as this will release the battery and the lift will lose power.
- If power is lost during use, there is an Emergency Lowering Mechanism on the pump to raise or lower the patient. The Emergency Lowering Mechanism is the RED ring at the top of the hydraulic shaft. Pull down the red plastic collar ring and turn it clockwise (to the right) to lower the patient. You will need to continue to turn the ring, click by click, until the patient is in low position. The patient may be raised without power by pulling down and turning the ring counterclockwise (to the left).
- If the hand control does not work, you may raise and lower the patient by using the arrow buttons on either side of the LED screen.

If you have questions or concerns about your medical equipment supplied by Agrace, call (800) 553-4289. This number is answered 24 hours a day, every day.
Trapeze

A trapeze is a hanging bar used to assist you in changing positions in bed and move onto a bedpan. It can either attach to the bedframe or be free-standing beside the bed.

- Do not use the trapeze to pull yourself into or out of bed. Pulling the trapeze from the side could cause the trapeze clamps to dislodge from the bed or cause a free-standing trapeze to tip.
- The Agrace equipment technician will set up the bar and adjust the height with you. If you need to change the placement, please ask your Agrace team to make an adjustment. Loosening the clamps yourself can increase the risk of the trapeze coming loose.
- When it is not in use, move the triangular grab bar out of the way by hooking it over the upper end of the arm and sliding it back toward the head of the bed.
- If the bar ever comes loose from the bed or feels unstable, please call Agrace for a technician to fix it. Do not use it while it is loose.
Transfer Disc

A transfer disc is a device that helps a person transfer if they can stand on one leg, but cannot easily move both legs. It helps them pivot on a spot to move from sitting in one place to another. For example, you can use it to move from a bed to a wheelchair or from a wheelchair to a toilet.

- Make sure the patient is wearing footwear with a good grip to prevent slipping.
- Place the disc on the floor in front of the patient and have them put both feet completely on the top of the disc.
- Keeping your (caregiver's) heel on the floor put one foot on the disc to prevent it from turning unexpectedly during the transfer.
- The person being transferred should wear a gait (transfer) belt. The caregiver can grip the belt to help the transfer go smoothly.
- Ease the person to a standing position, then turn them on the disc until they are aligned with a new location. Ease them back into a sitting position.
- After using the disc, it should be picked up off the floor immediately for safety and hygiene.
- When transferring to or from a wheelchair, make sure the wheels are locked and it is as close as possible to the bed, toilet or other seat.
Transfer Board

A transfer board is a smooth, wooden board about two feet long. It is used like a “bridge” to help people move between two surfaces. The board is most appropriate for transferring people who cannot stand, but have upper body strength and are able to bear some weight on their arms.

• Always wear clothing or use a transfer sheet underneath you while using the board. This will help prevent pinching your skin as you slide across the board. It may help to use a gait belt (transfer belt) if a caregiver is assisting you.

• Sit up and keep your feet flat on the floor. Move the target surface as close as possible to your starting location. Lock wheelchair wheels in place before attempting to move to or from a wheelchair.

• Place the board so that it bridges the gap between the two surfaces. You will want to move to a lower or similar height.

• As you move across the board, you may need to move each leg separately, stopping frequently to reposition yourself.

• Make the transfer in a series of small movements rather than one big move.

• Support your body weight with your hands—preferably on the flat part of your knuckles, not your palms.

Safety:

• Until you are well versed in using the board, have a caregiver assist you.

• Keep the board nearby so you can reach it to use during transfers. Do not use a similar object, as it may not be smooth or strong enough for this purpose.

• Do not put your hands or fingers under the board while using it.
Quad Cane

- A quad cane has a broad base with four small “feet” to help keep you stable as you are walking.
- **When using your cane, your elbow should be bent slightly.** The cane handle should be at the level of your wrist, measured when you are standing with your arms at your sides. The Agrace equipment technician will set the height of your quad cane for you using the adjustment knob on the cane stem.
- The cane handle is adjusted based on which hand you will use to hold the cane—so you do not trip over the cane feet.
- If you have a weakness or injury on one side of your body, you will usually use the cane on the opposite side.
- Hold cane close to your body, but not so close that you would trip over its feet.
- Do not lean forward as you walk with your cane.
- Move cane and weaker leg at the same time, then move the stronger leg.
- Always use handrail when climbing stairs. Step up with your stronger leg first. When going down stairs, step down with your weaker leg.

For safety:
- Be especially careful on rough or uneven terrain. Make sure your cane is on stable ground before use.
- It is best to remove throw rugs in your home if you are walking with a cane. They are a change in terrain that may cause you to slip, trip and/or lose your balance.
- Avoid walking on wet or slippery surfaces, if possible.
- If your cane handgrip becomes loose and it turns, ask your Agrace care team to have it fixed or replaced.

If you have questions or concerns about your medical equipment supplied by Agrace, call **(800) 553-4289**. This number is answered 24 hours a day, every day.
Rollator walker
A rollator is a walker with a seat, four wheels and brakes. It rolls, and does not have to be lifted as a standard walker does.

Set-up:

- Before each use, check to make sure your rollator is in the open position. To open your rollator walker, unfold it by pushing down on the support rod (see photo). Then lower the seat down into place.
- To close your rollator walker, lift the seat up, remove any items in the storage bag and pull up on the strap handle until the frame is fully collapsed.
- **Adjusting height:** The height of the rollator hand grips is adjustable. Your Agrace equipment technician will adjust the rollator to fit your height. Your elbows should be slightly bent while using the rollator. Handles should be at the level of your wrist as measured when your arms are hanging straight down at your sides.

Using the rollator:

- Hold the hand grips firmly and equally.
- The wheels must always be touching the floor during use.
- Begin with small steps and eventually you will gain confidence as you become more comfortable with your rollator.
- Do not step completely into the rollator. Keep it slightly in front of you at all times.
- Using wheel locks:
  - To engage the wheel locks, pull up on the wheel lock handles.
  - Push the wheel lock handles down to lock them in into place.
  - Release the wheel lock handles by pulling up slightly on them until the wheel locks release.
  - **Caution:** The wheel locks are not intended to be used for stopping the rollator while you are walking. Squeezing them causes an abrupt stop.
- **Sitting:** Before sitting on the rollator, push it to the area where you want to sit and set the wheel locks.
- **To stand from a seated position:** With the wheel locks set, grasp both side handles and carefully lift yourself up into a standing position.
- Keep walkways free of clutter or anything that could interfere with your use of the rollator.

If you have questions or concerns about your medical equipment supplied by Agrace, call (800) 553-4289. This number is answered 24 hours a day, every day.
Safety:

• Do not reach for objects while seated on the rollator if you have to move forward in the seat to do so. This motion can cause the rollator to tip. You could fall and be injured or damage the rollator.

• Do not use the rollator as a wheelchair. It is not intended to be propelled while you are seated, and the backrest will not support your full weight.

• Do not use the rollator seat to transport or carry anything. Do not hang anything from the frame other than in the under-seat tote. Put no more than 10 pounds worth of items in your under-seat tote.

• Avoid loose gravel, snow, ice or slippery conditions that may cause the rollator to slip; you could fall and be injured.

• The rollator seat has a maximum weight capacity of 300 lbs. It is unsafe to exceed that limit.

• Inspect your rollator grips monthly for damage. Do not twist the hand grips. If the grips break, ask Agrace to replace the rollator.
High-back Reclining Wheelchair with Elevating Leg Rests

A wheelchair makes transportation easier and more comfortable if you are unable to walk on your own for long stretches of time. It gives you greater independence.

A reclining wheelchair has a high back and head rest. The back is adjustable, allowing you to recline for better comfort and safer positioning. Reclining wheelchairs have elevating leg rests, which can help manage swelling in the legs and improve comfort.

SECURELY LOCK THE WHEELS EVERY TIME before you sit in or get up from the wheelchair. To lock the wheels, push forward on the lock tips (found on either side of the chair seat) until the locks snap into the locked position.

To recline the chair, squeeze both handles on the back of the chair. Slowly lower the chair back to the desired position.

Adjusting the elevating leg rests: The elevating leg rests on your chair should be adjusted for your comfort. An Agrace equipment technician will do this at the time of delivery, if possible. Most people find it comfortable to use the chair with knees bent.

• The angle of the elevating leg rests can be raised by lifting up on them until you reach a comfortable position.
• To lower the leg rest, push down on the small release lever and support the leg so it does not drop quickly.

Moving the foot rests/leg rests away from the front of the chair allows you to transfer more easily and safely from the chair to a bed, toilet or car.

• Pull the release lever and swing the foot/leg rest outward, to the side of the wheelchair.
• Return the rests to the front position by swinging them back from the side of the chair to the front. The rest will lock automatically in the front position.
• While in the swing-away position, the rests can also be removed from the chair entirely by lifting up on them. To replace them, put them back onto the chair in the swing-away position. Line them up on the metal prongs, then swing them back to the front position.

To fold the wheelchair:

• Pull the heel loops forward over the rear of the foot rests.
• Lift the foot rests and calf rests on their inside edges, into the vertical position OR remove them from the chair.
• Then lift the front center edge of the seat.

To unfold the wheelchair:

• Press DOWN on the seat rails (the bars that hold the outer edges of the seat). This will force the wheels apart, opening up the seat.
• You may need to tilt the chair to one side while you push down on the seat rails.

If you have questions or concerns about your medical equipment supplied by Agrace, call (800) 553-4289. This number is answered 24 hours a day, every day.
If you have questions or concerns about your medical equipment supplied by Agrace, call (800) 553-4289. This number is answered 24 hours a day, every day.
Pedal Broda Chair

A pedal Broda chair is a specialized, wheeled chair for people who are unable to walk, position themselves or support themselves well sitting up. It still allows them to use their legs to propel the chair on their own.

- To adjust the tilt of the chair, squeeze up on the lever on the lower bar on the back of the chair.
- Arm rests can be adjusted by pinching in on the pegs under the fabric flap on the side of the chair and pulling up or down to the desired height.
- Leg rests may be attached for times when you want to use the chair for transportation (when someone is pushing the pedal Broda), or when the person wants to recline.

Safety and Maintenance:

- Always lock all wheels before a patient gets into or out of the chair.
- Clean the upholstery with a warm, damp cloth.
- Leg rests should be removed from the pedal Broda to allow patient to self-propel.
Raised toilet seat

- Make sure the raised toilet seat fits your toilet. If it does not fit, ask your Agrace Team for a different type of commode.
- Remove the toilet’s seat and lid. Place the raised toilet seat down onto the bowl. The seat should rest flat on the bowl when properly installed.
- Lock the raised seat onto the bowl by turning the lock knob clockwise (to the right) until tight.
- Make sure the raised toilet seat is stable and sitting flat on the bowl before using it. Check every time you use it.
- When using the raised toilet seat, center your weight as you sit.
- Use the safety rails or a grab-bar for assistance. If you are unstable, have someone with you to assist you.
- When cleaning the raised toilet, use a non-abrasive cloth and detergent with warm water. Clean the seat as needed.
**Standard Low-air-loss Mattress**

**Set-up:**
- When mattress has been set up, press the power button ON. Allow up to 30 minutes for full inflation. Make sure the mattress is inflated to “Maximum” before using it.
- Adjust the firmness for comfort by turning the dial on the pump. Check to make sure you do not “bottom out” on the mattress. There should be a minimum of one inch of clearance below your pelvic region.
- Keep unit ON at all times when you are on the mattress.

**Maintenance:**
- Unplug the power cord from the outlet before cleaning the blower unit. Wipe dust off the blower unit. If necessary, use a disinfectant solution or a mild detergent with a damp cloth, then wipe dry.
- The mattress may be wiped down with a disinfectant solution or a mild detergent and a damp cloth. Wipe dry before making the bed.
- The mattress cover can be machine washed on the “gentle” cycle weekly, or as required for the user’s hygiene. Dry on the “fluff” (no heat) cycle. Make sure the mattress cover is completely dry before putting it back on the mattress.
- Clean the blower filter with soap and water at least once a month.

**Safety:**
- Do not block the blower intake. Keep it away from heat sources.
- If liquid spills into the blower unit, turn it OFF, unplug the power cord and allow the unit to dry.
- Make sure the electric cord does not become a tripping hazard.
- Keep smoking materials or open flames away from the mattress.

**Troubleshooting problems:**

If the mattress is losing air, check to make sure it is plugged into the pump. Make sure CPR valves are plugged so air cannot escape there.

---

If you have questions or concerns about your medical equipment supplied by Agrace, call (800) 553-4289. This number is answered 24 hours a day, every day.
Premium Low-air-loss Mattress

Set-up:

- When mattress has been set up, press the power button ON. Allow up to 30 minutes for full inflation. Make sure the mattress is inflated to “Maximum” before using it.
- Adjust the firmness for comfort by using the plus and minus buttons. Plus increases firmness.
- You can use the “SEAT” button that auto-adjusts the pressure when you are sitting up in bed.
- AUTOFIRM takes the mattress to its firmest setting. You can manually lower the pressure from there.
- Check to make sure you do not “bottom out” on the mattress. There should be a minimum of one inch of clearance below your pelvic region.
- Keep unit ON at all times when you are on the mattress.

Maintenance:

- Unplug the power cord from the outlet before cleaning the blower unit. Wipe dust off the blower unit. If necessary, use a disinfectant solution or a mild detergent with a damp cloth, then wipe dry.
- The mattress may be wiped down with a disinfectant solution or a mild detergent and a damp cloth. Wipe dry before making the bed.
- The mattress cover can be machine washed on the “gentle” cycle weekly, or as required for the user’s hygiene. Dry on the “fluff” (no heat) cycle. Make sure the mattress cover is completely dry before putting it back on the mattress.
- Clean the blower filter with soap and water at least once a month.

Safety:

- Do not block the blower intake. Keep it away from heat sources.
- If liquid spills into the blower unit, turn it OFF, unplug the power cord and allow the unit to dry.
- Make sure the electric cord does not become a tripping hazard.
- Keep smoking materials or open flames away from the mattress.

Troubleshooting problems:

If the mattress is losing air, check to make sure it is plugged into the pump. Make sure CPR valves are plugged so air cannot escape there.
Equipment and Supply Donation

When you no longer need it, Agrace will pick up the durable medical equipment (DME) we supplied to you, such as walkers, wheelchairs and hospital beds.

We may accept donations of unopened containers of adult briefs (such as Depends®) and unused, current containers of nutritional supplements (such as Ensure® and Osmolite®). However, due to the laws and regulations that govern Agrace HospiceCare, we cannot accept donations of other used medical equipment. If you have other equipment or supplies that you are no longer using, we encourage you to contact one of the agencies listed below. The agency will give you instructions on pick-up/delivery of the items and what is accepted. Agrace staff cannot transport items being donated to these organizations.

- **Agrace thrift stores—East and West Madison and Janesville.** Accepts donations of gently used clothing, accessories, books, furniture and home goods. agracethriftstore.org
- **Central Lutheran Church—Edgerton.** Accepts donations of medical equipment and supplies. (608) 884-9418
- **St. John Lutheran Church—Evansville.** Accepts donations of medical equipment and supplies. (608) 882-4044 or stjohns-lc.org
- **First Lutheran Church—Janesville.** Accepts donations of medical equipment and supplies. (608) 752-7434
- **Independence First Mobility Stores—Madison.** Accepts donations of durable medical equipment (walkers, wheelchairs, commodes, etc.) by appointment. Location: 2554 Advance Road, Madison. (608) 243-1785 or independencefirst.org/services/mobility-store
- **St. Vincent de Paul—Madison.** Accepts donations of clothing, books, furniture and household items. Donation pickup service available in Madison and surrounding areas. Call (608) 278-2920 to arrange pickup.
- **West Madison Senior Coalition—Madison.** Accepts walkers, wheelchairs and shower chairs/benches in good working condition. Location: 517 N. Segoe Rd., #309, Madison. (608) 238-7368; M–F 8 a.m. – 4 p.m.
- **Middleton Outreach Ministry—Middleton.** Accepts clothing, housewares, pans, dishes, bedding, sheets, towel, and unopened canned goods. Donations can be delivered to 3502 Parmenter St., Middleton. (608) 836-7338 or momhelps.org
- **Milton Seventh Day Baptist Church—Milton.** Accepts donations of medical equipment and supplies. (608) 868-2741
- **Oregon Senior Center—Oregon.** Accepts donations of unopened Depends and Chux pads. (608) 835-5801 or oregonareaseniorcenterwisconsin.com
- **St. Vincent de Paul locations in Baraboo, Prairie du Sac, Reedsburg, Sauk City and Wisconsin Dells.** Call your local store to confirm whether they will take the medical equipment you have to donate.
- **Good Neighbor Clinic of Sauk Prairie—Prairie du Sac.** Accepts medical supplies. Located at 95 Lincoln Avenue, Prairie du Sac. (608) 643-4749 or gnccrc@gmail.com. Call ahead for open hours. goodneighborclinic.org.
- **Stoughton Senior Center—Stoughton.** Accepts donations of Depends and Chux pads. (608) 873-8585 or ci.stoughton.wi.us/senior

If you have questions or concerns about your medical equipment supplied by Agrace, call **(800) 553-4289.** This number is answered 24 hours a day, every day.
What types of equipment are available through Agrace?

Agrace provides the following categories of durable medical equipment. The equipment you receive is based on your plan of care and need, as determined through discussions with your care team and doctor (hospice attending physician).

- Hospital bed
- Broda chair
- Quad cane
- Commode (portable toilet)
- CPAP and BiPAP machines (to help with breathing)
- Cushion
- Enteral feeding pump
- Fall mat
- Foam mattress, alternating pressure pump (APP) overlay
- Low-air-loss mattress
- Nebulizer
- Over-the-bed table
- Oxygen concentrator, nasal cannula, tubing
- Portable oxygen tank
- Patient lift
- Wheeled shower chair, transfer bath bench, shower chair
- Shower commode chair
- Suction supplies
- Trach supplies
- Transfer disc, transfer board
- Walker, rollator
- Wheelchair

Medicare Supplier Standards

The medical equipment products and/or services provided to you by Agrace HME, LLC through Agrace HospiceCare are subject to the supplier standards contained in the Federal regulations shown at 42 Code of Federal Regulations Section 424.57(c). These standards concern business professional and operational matters (such as honoring warranties and hours of operation). The full text of these standards can be obtained at http://ecfr.gpoaccess.gov. Upon request, we will furnish you a written copy of the standards.

If you have questions or concerns about your medical equipment supplied by Agrace, call (800) 553-4289. This number is answered 24 hours a day, every day.