



# Instruction Manual for Graduate & Student Models





**PLEASE READ THESE INSTRUCTIONS CAREFULLY AND KEEP FOR FUTURE REFERENCE**  
Please familiarise yourself with this product **BEFORE** using it for the first time!

**Intended use:** The ACHEEVA® is a multi adjustable “learning station” designed to allow students who cannot sit in a wheelchair all day to be in class in a supported lying position. Intended users are kids and young adults (5 - 18 years) who need to be in a school or a day-care environment but cannot tolerate spending the day in a wheelchair. Facilitates position changes though-out the day in a safe space.

**THE ACHEEVA® HAS BEEN DESIGNED TO BE USED IN AREAS SUCH AS NURSING HOMES, CARE HOMES, HOSPITALS AND SCHOOLS.**



**Max. Safe User Weight 120 kg / 19 stone / 264 lbs**

**This manual applies to the ACHEEVA® GRADUATE MODELS with serial number GRAD19003 and up, and ACHEEVA® STUDENT MODELS with serial STU19004 and up.**

*(Serial number is located on the base)*

**SERIAL NUMBER:** \_\_\_\_\_

**DATE OF MANUFACTURE:** \_\_\_\_\_

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# ACHEEVA® GUARANTEE

The ACHEEVA® Learning Station Guarantee includes upholstery and covers, against defective materials and faulty workmanship for a period of TWELVE MONTHS from the date of purchase.

This guarantee is valid for fair wear and tear only and not valid in cases of misuse or uses other than those specified in this instruction manual. We do not guarantee fabrics against shrinkage so please pay careful attention to cleaning instructions on page 21.

Should you need to order spare covers for the mattress or cot sides subsequent to the original order, we cannot guarantee an exact colour match as dye strengths vary. We reserve the right to withdraw patterns or colours from the range but will always endeavour to find the closest match available.

Certain movement patterns and behaviour may accelerate fabric wear, this cannot be covered by guarantee.

Whilst electrical components are carefully chosen for the intended environment (dry/indoor) we cannot guarantee components against damage from liquid ingress.

A monthly inspection of the ACHEEVA® is recommended as well as a full annual service to ensure the Learning Station is operating correctly.

**For more information please contact our Service Department on 01531 634468.**



# INTRODUCTION

## ACHEEVA® Learning Stations

The ACHEEVA® Student is the smaller version and can cater for clients up to 155cm tall and 120kg, the ACHEEVA® Graduate is the larger model and has a 208cm bed length and 120kg lifting capacity meaning that taller people will not miss out!

The 3-way power (height, tilt and back angle) makes it easy to find a comfortable position. Combined with Symmetrisleep accessories for relaxation, balance and enhanced function in lying or sitting. Configured to reduce shear when sitting up; it can be raised to 50° for long sitting or lowered by 10° for use in prone. Once set, just use the Tilt in Space for the most balanced position.

You can get your students off the floor to protect them and the staff; with the ACHEEVA® Student and Graduate they can be at the right height to interact with their classmates and the classroom environment. The platform height range is 60cm - 100cm on both models and split side rails allow access to the optional table for use in side lying. Alternatively, the table can be fitted to the head end for prone users.

## The ACHEEVA® Student and Graduate Learning Stations have some exciting features:

### Student & Graduate

- Anti-clash protection
- Horizontal auto-levelling
- Kick bar brakes mean no more 'hunt the castor'
- Symmetrisleep® accessory bag
- Fixed footboard
- Battery protection and audible low battery indication

### Graduate only

- Selective fifth wheel for straighter steering

# SAFETY

## SAFE USE OF YOUR ACHEEVA® LEARNING STATION



Using the ACHEEVA® Learning Station in transit is **NOT** recommended and will invalidate the warranty.

When selecting and issuing a piece of equipment it is the responsibility of the Therapist to carry out a risk analysis on its use. This is particularly pertinent for non-ambulant users who may require assisted transfers.

Positioning requirements may change. The Client should be regularly reassessed to ensure that the ACHEEVA® Learning Station is adjusted appropriately. Incorrect adjustment may cause discomfort and lasting problems.

It is recommended that Therapists and Carers complete the following checklist when assessing the appropriate use of this product:

- Is the User's posture acceptable in the ACHEEVA® Learning Station?
- Are there concerns about pressure and are they being addressed?
- Is the User considered to be safe in the ACHEEVA® Learning Station or would harnessing be needed to ensure they are safe? A posture belt is recommended at all times.
- Does the User or others around them have any behaviours which would render the product unsafe?
- Is the ACHEEVA® Learning Station appropriate for the proposed environment?
- When using the ACHEEVA® Learning Station to provide different postures, always check the User's respiratory competence.

## SAFETY RESTRICTIONS

Great care has been taken in the design of this product to ensure that it complies with the appropriate safety legislation, both the ACHEEVA® Learning Stations comply with BS7177.



**This product should only be operated by a trained, competent person at all times. Please ensure that all Staff and Users are familiar with the following restrictions.**

# SAFETY

## IMPORTANT!



**DO NOT ALLOW CHILDREN TO PLAY WITH THE ACHEEVA® AT ANY TIME. DO NOT ALLOW PETS NEAR THE ACHEEVA® WHILE IN USE. ADEQUATELY SUPERVISE CHILDREN IN THE AREA NEAR THE STATION. SWITCH THE UNIT OFF WHEN NOT IN USE. WARN VISITORS WITH CHILDREN OF THE POTENTIAL DANGER OF ENTRAPMENT.**

**DO NOT SIT ON EITHER END OF THE ACHEEVA® LEARNING STATION AS IT MAY CAUSE INSTABILITY AND DAMAGE.**

## INCORRECT USE OF THIS PRODUCT CAN CAUSE ACCIDENTS

- Do not allow anyone to sit, stand or put excessive weight on the ends of the bed or push handles of the ACHEEVA® Learning Station
- The User must always be positioned within the wheelbase of the ACHEEVA® Learning Station and a posture belt may be necessary to achieve this at all times
- Do not use the ACHEEVA® Learning Station in wet environments – its intended use is for dry, indoor conditions
- Be aware when raising, lowering or tilting the ACHEEVA® Learning Station that there are no obstructions in the way
- It is recommended that both brakes are engaged if the unit is in a satisfactory, stationary position



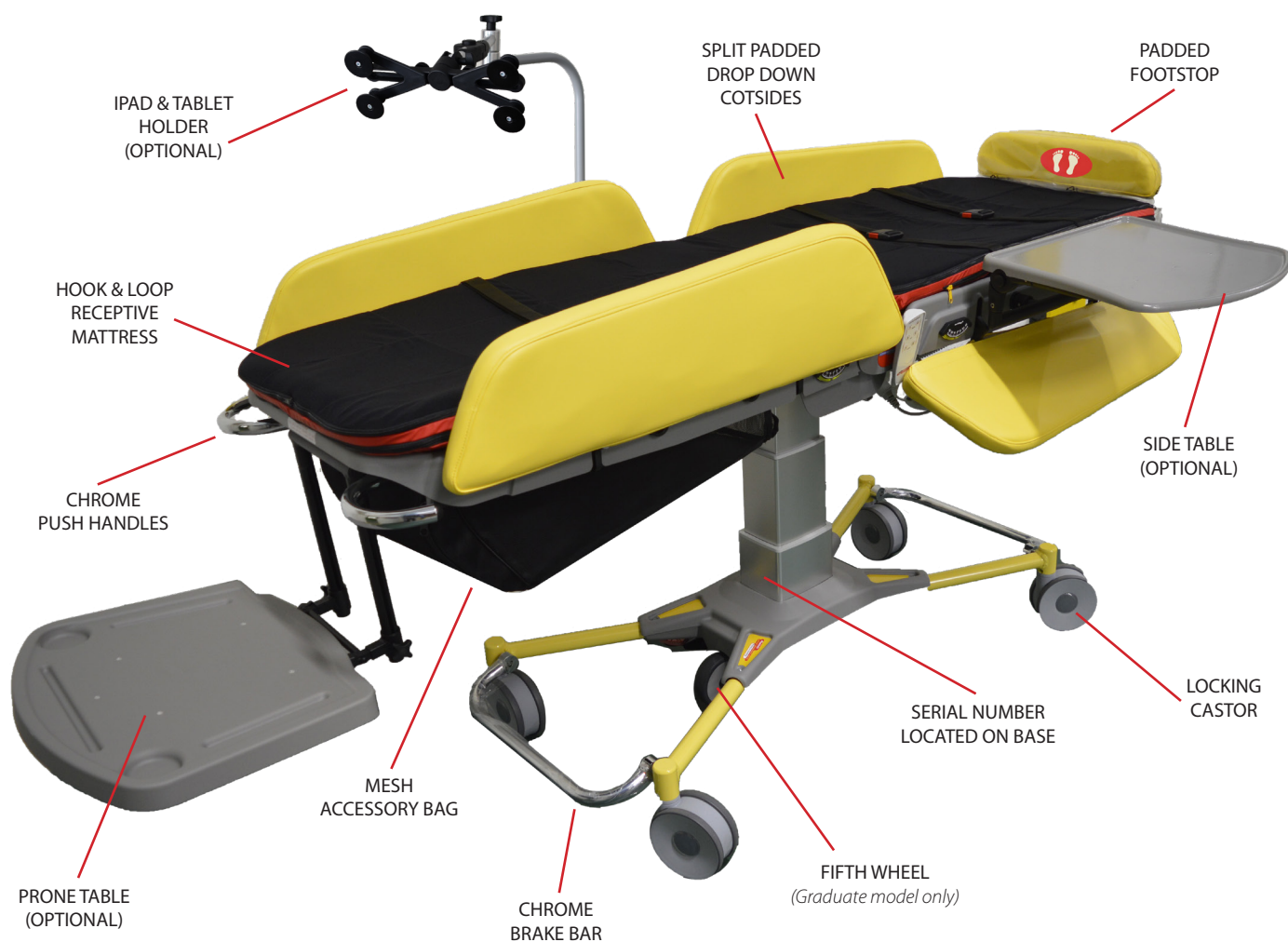
**ANY SERIOUS INCIDENT THAT HAS OCCURRED IN RELATION TO THIS DEVICE SHOULD BE REPORTED TO THE MANUFACTURER AND THE COMPETENT AUTHORITY OF THE MEMBER STATE IN WHICH THE USER AND/OR PATIENT IS ESTABLISHED.**

### Disposal



Should batteries need replacing, please return dead batteries to The Helping Hand Company for disposal | This product must be cleaned and disinfected prior to disposal within the local waste management guidelines.

# GETTING TO KNOW YOUR ACHEEVA®



Design of the ACHEEVA® model may vary slightly



# ACHEEVA® BATTERY SYSTEM

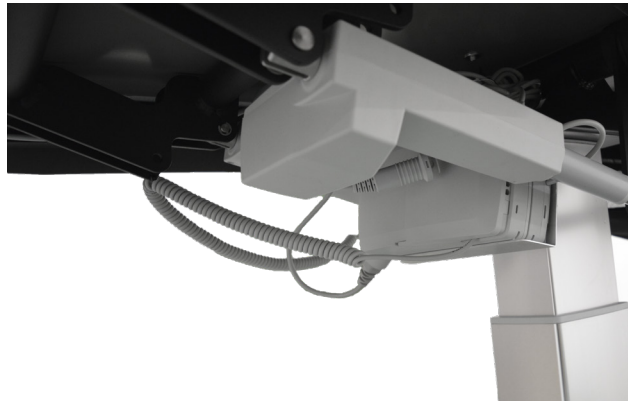
## CARE AND USE OF THE BATTERY SYSTEM

The battery pack is fully charged before delivery and will last for over one hundred operations. When the battery reaches the minimum level and requires charging, an audible warning will sound every time a button is pressed on the handset.

We recommend the battery is charged at least once a week and you do not wait for the minimum level to be reached.

## TO CHARGE THE BATTERY

Unwind the charge cable from the hooks and plug the charger into a suitable mains power supply. A full charge takes approximately 8 hrs. To store the charger, reverse the procedure. If the battery gets to a minimum charge level the system will shut down to prevent damage. The charger can be left connected to the mains, but it is advisable to store it back on the unit when the battery has been fully charged.



*Battery is located underneath the ACHEEVA®*



CAUTION!

**Avoid subjecting the cables to mechanical loads. If any cables are damaged, they must be replaced in order to prevent hazards.**

**The ACHEEVA® should not be operated constantly for more than one minute under load followed by a rest period of 19 minutes. Operational failure could otherwise result.**




<b>Storage temperatures</b>	<b>-10°C / +40°C</b>
<b>Operating temperature</b>	<b>+5°C / +30°C</b>
<b>Atmospheric pressure</b>	<b>700 to 1060 hPa</b>

# ACHEEVA® FUNCTIONS



## HANDSET OPERATION

The three main mechanisms are operated by the handset shown to the left. There are six buttons to operate the head, tilt and lift functions.

\* - When operating the  the ACHEEVA® will stop tilting when the leg section reaches a horizontal position. If you wish to tilt beyond the horizontal position release the  button and push again to pass through the position. If the ACHEEVA® is too low to tilt without a potential clash, a warning tone will sound when the button is pressed. To prevent this the height should be adjusted using the  to an appropriate level to allow the tilt to work.

\*\* - If the ACHEEVA® is lowered and the tilt in space is active, a potential clash may be detected. If this occurs it will level itself before continuing to lower.

## ANGLE GAUGES



Angle gauges are attached to both the head and the leg sections of the Graduate® and Student®, which help calibrate the unit if the client has specific positional requirements.



When the occupant of the station is brought from the lying to a more upright position, it is important that this is done slowly and gently. Although the ACHEEVA® Learning Station has been designed to avoid it, friction between the occupant's back and the head section can cause the user's spine to be compressed downwards. To avoid this, move the headrest upwards a few degrees at a time and release the friction by gently easing the occupant's shoulders forwards.



**DO NOT  
USE THE ACHEEVA®  
IN THIS POSITION  
WITH END USER  
ON THE UNIT**

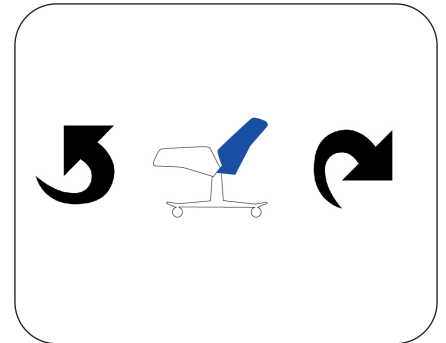




# FUNCTIONS CONT.

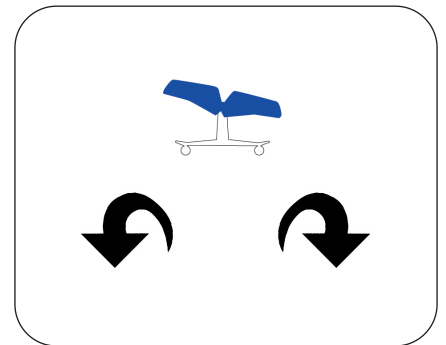
## HEAD

To raise or lower the head section, use the two top buttons shown on the handset.



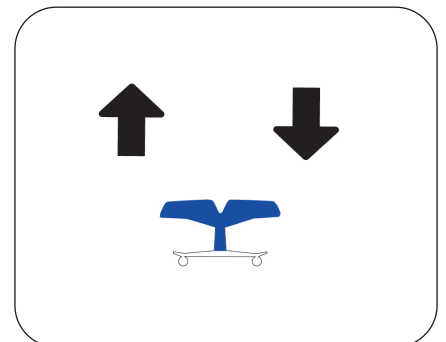
## TILT

To tilt, use the two middle buttons on the handset. \*



## LIFT

To lower or elevate, use the two bottom buttons on the handset. \*\*



# HOW TO ADJUST YOUR ACHEEVA®

## REPOSITIONING - 5th Wheel (Graduate model only)

The 5th wheel is located in the Graduate base frame and is engaged/disengaged by a set of pedals on either side of the ACHEEVA®. The additional wheel increases manoeuvrability and reduces the effort required to move the larger unit around.



The wheel is engaged by pressing down on these pedals, so the wheel makes contact with the floor. The wheel is disengaged by pressing on the other pedal, raising the wheel up. It is magnetically held in position and is spring loaded, requiring only minimal pressure to operate.

## STATIONARY POSITION

To prevent the ACHEEVA® from moving, it is possible to lock down both pairs of castors.



To lock the wheels, press down fully with one foot on the brake bar ensuring the mechanism 'clicks' and engages.



To release, lift the lever upwards, ensuring the mechanism fully disengages.



# ADJUSTMENTS CONT.

## COT SIDE RELEASE MECHANISM

This enables the complete cot side to be lowered out of the way, so that side transfer can be achieved or a sling can be put in position. In their standard position the cot sides are vertical and are locked about a pivot pin.




To “unlock” simply pull the cot side up, then rotate downwards/outwards where it hangs freely and out of the way. To return the cot sides to their vertical position, return to the upward position and gentle push on it downwards ensuring that it relocks at the pivot pin.



# ACHEEVA® RESET

Following a service your ACHEEVA® controls may need to be recalibrated. Please follow the instructions to reset using the handset.

To reset the unit (recallibrate) use the following steps:

- Hold the  (up + down arrows) together for approximately 5 seconds.
- Hold the  (up arrow) until at maximum height.
- Hold the  (down arrow) until foot end is at the lowest possible tilt.

## ACHEEVA® HANDSET ISOLATION



CAUTION!

### HANDSET ISOLATION

The handset can be isolated via a switch to stop unauthorised use of the handset.

This switch is located at the left hand side foot end of the bed underneath the chrome push handles.



- To **isolate** the use of the handset, **push** in the red button.
- To **reinstate** the use of the handset, **pull and rotate** the red button in the direction of the arrows, as shown above.

The battery can continue to be charged with the switch in either position.

# OPTIONAL ACHEEVA® ACCESSORIES

Support packs help you get the most out of your ACHEEVA®. Choose between the Student and Graduate packs. Bumper packs that offer alternative support. Adjustable side and prone tables can be added for extra functionality. Ideal for keyboards, tablets and books. Now with nonslip surface. Reversible Airmantle with breathable top layer and waterproof PU base, combine comfort and mattress protection. An iPad/Tablet Holder to expand and enhance classroom inclusion and interactive learning.





# ACHEEVA® PRONE & SIDE TABLE

## PRONE TABLE FOR ACHEEVA®

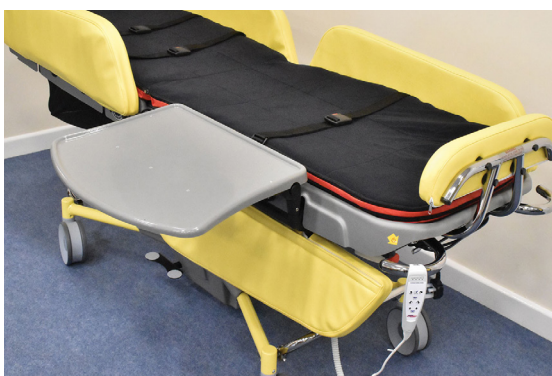
The ACHEEVA® has the facility for a table to be attached at the head end for prone use or in any of the four side positions when side lying.



To connect the table, insert both the left and right arms into the guide pieces. The red release button should “click” when the table is secured into position. To release the table press the red buttons in and pull out carefully from the ACHEEVA®.

## SIDE TABLE FOR ACHEEVA®

The side table can be located in any of the four side positions when the respective cot side is lowered.



When connecting the side table, insert both arms into the guide pieces and ensure that the table is locked in position. The red release button will “click” when secure. To release the table press the red buttons in and pull out carefully from the ACHEEVA®.

# PRONE & SIDE TABLE CONT.

## TABLE HEIGHT AND ANGLE ADJUSTMENTS

When using the prone or side positions, the table's height can be adjusted to suit the user's arm length/activity.



To change the height, release the two clamping levers on the sides of the vertical frame and slide the table up or down the bars to reposition it at the required position. Ensure the table is level and is securely locked in place by engaging the two clamping levers.



The table can also be angled by pressing the black buttons on each side of the tray section and releasing them when in the required position/angle is achieved.

The table can also be angled straight downwards for ease of access.





The ACHEEVA® iPad/Tablet Holder is suitable for iPads and other Tablets ranging between 7-14" (180 - 355mm). Two-way adjustable, it can tilt for a perfect viewing angle and will swivel 360 degrees for portrait / landscape viewing. Will also hold an iPad / Tablet within it's protective case.



- ALWAYS ensure iPad/Tablet Holder is secure
- ALWAYS ensure the mobile device (i.e. iPad/Tablet) is securely attached
- When the ACHEEVA® is raised or lowered always check position of mobile device
- DO NOT pull on the device or use it to manoeuvre the ACHEEVA®
- DO NOT hang additional items from holder
- Take care when going through doorways
- DO NOT use as a sitting or standing aid

## ATTACHING THE BRACKET TO ACHEEVA®

The ACHEEVA® has the facility for an iPad & Tablet Holder to be attached to any of the four side positions to suit the individual user.



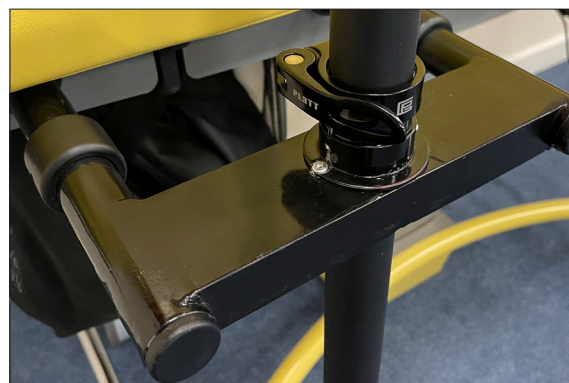
Slide both the left and right arms of the bracket all the way into the guide pieces where it is secured by its length.



To release the holder **carefully pull out** from the ACHEEVA®.



Take the long arm and slot it in to the iPad/Tablet Holder bracket, making sure the clamp is released/open.



Once the arm is at the required height, tighten the clamp to secure and hold in place.



## SECURING THE IPAD / TABLET



Extend the clamp making sure the iPad / Tablet is securely placed.



Once in the required position, tighten the two nozzles on the back.

## ADJUSTING THE VIEWING ANGLE

To adapt the perfect viewing angle, adjustments can be made following the procedure below.



Firstly, use the thumb wheel to swivel and change position.



Secondly, use the hinge release button to adjust position closer/further as needed for the User.



Finally, use the angle adjuster to tilt and rotate for the optimum viewing position.



Can be used with the User in supine, side lying and semi-side lying positions

# ACHEEVA® POSITIONING PACKS

Based on the Symmetrisleep® system the ACHEEVA® positioning packs provide support in supine, side or prone lying.

The system consists of a cushion, a side lying leg support, medium roll and a number of positioning brackets.

The mattress has a receptive hook & loop cover, enabling firm secure positioning and relocation of the brackets. The brackets can be attached to the mattress at any point and simply pulled away and replaced where required.

The side lying leg support is attached to the mattress in a similar manner as the brackets and all accessories can be stored in the mesh bag fitted underneath the ACHEEVA®.

**IF IN DOUBT, PLEASE CONSULT AN APPROPRIATE CLINICIAN.**



ACHEEVA® POSITIONING PACK



# CLEANING OF YOUR ACHEEVA®

## FITTING AND CLEANING INFORMATION

### PU WIPE DOWN “BREATHABLE” MATTRESS COVER.

Wipe clean with a soft cloth moistened with water and a neutral detergent.

DO NOT use bleach or any biological cleaners.

Machine wash\* or dry clean with detergent up to 40°C - some surface wrinkling may occur, however this has no adverse effect on the fabric properties.

\*Remember to remove foam inserts from the mattress prior to washing.

Hang or tumble dry (on a cool setting) thoroughly before storage.

### REMOVABLE ZIPPED VELCRO SHEET

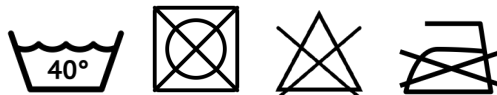
Wash at 40°C (104°F).

DO NOT tumble dry.

DO NOT use bleach.

DO NOT iron.

DO NOT wash with colours.



#### **Fitting:**

*Unzip from the top and bottom of ACHEEVA® to remove. Zip it back on to replace.*

### COT SIDE COVERS, METALWORK AND PLASTIC FINISHES INCLUDING TABLES & IPAD/TABLET HOLDER

If necessary, these should be wiped down with dilute detergent and thoroughly dried.

# ACHEEVA® DIMENSIONS

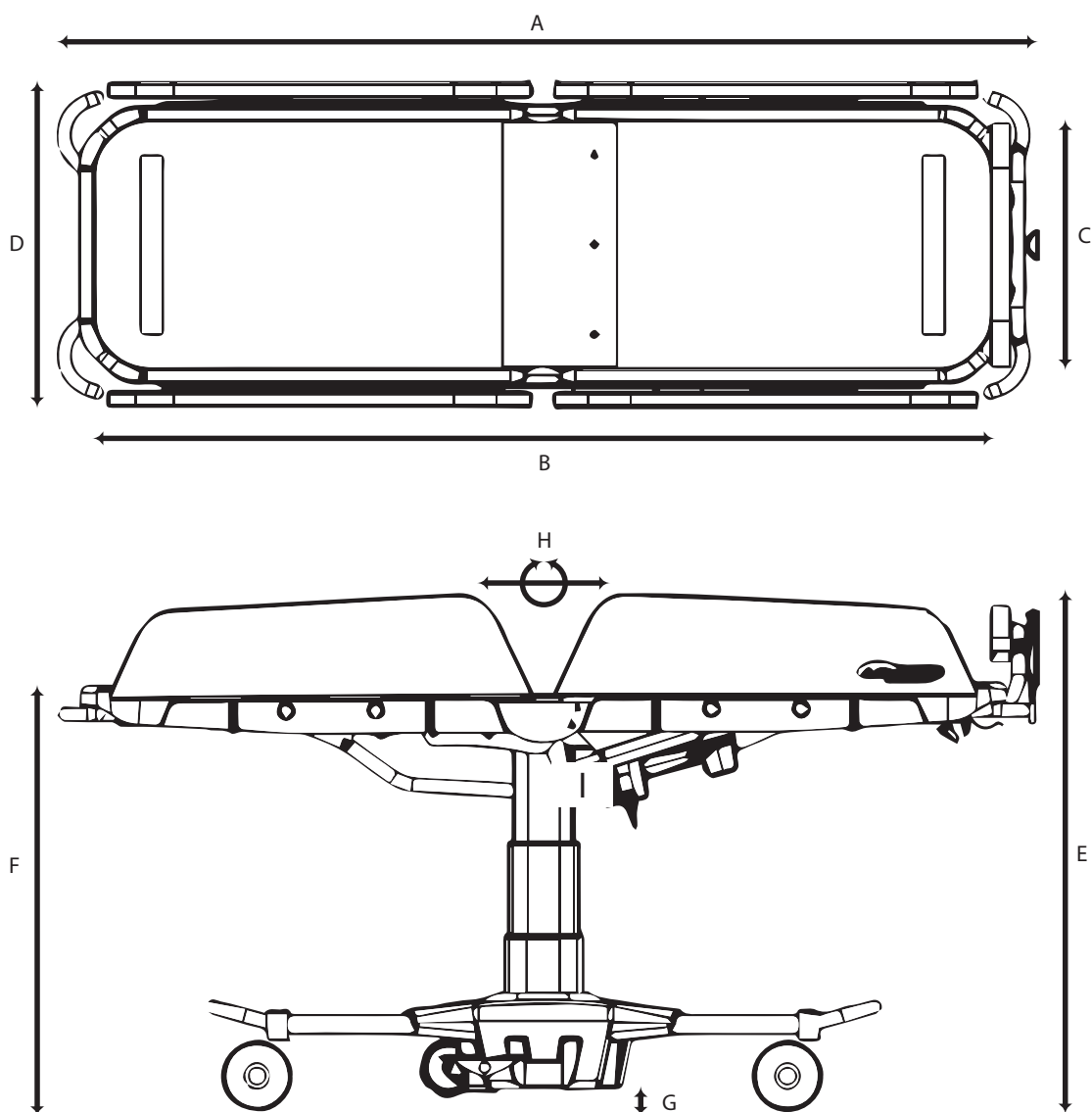
DIMENSION <i>(refer to diagram opposite)</i>	GRADUATE		STUDENT	
	cm	inches	cm	inches
A - OVERALL LENGTH	218	85.82	165	64.96
B - MATTRESS LENGTH	208	81.89	155	61.02
C - MATTRESS WIDTH	60	23.62	60	23.62
D - OVERALL WIDTH	70	27.56	70	27.56
E - OVERALL HEIGHT RANGE	76 - 116	29.9 - 45.7	76 - 116	29.9 - 45.7
F - PLATFORM HEIGHT RANGE	60 - 100	23.6 - 39.4	60 - 100	23.6 - 39.4
G - GROUND CLEARANCE	4	1.57	4	1.57
H - SHORTEST LENGTH*	180	70.9	139	54.7
I - TILT RANGE	+/- 20°		+/- 20°	
J - RECLINE RANGE	+50°, -10°		+50°, -10°	
SAFE WORKING LOAD	120 kg / 264 lbs			
PRODUCT WEIGHT	75 kg / 165.35 lbs			

**Note:**





















Minimum corridor width required for turning corners is 130cm (4' 3") for a Graduate and 110cm (3' 8") for the Student (when the head section is fully raised).

(\* Shortest length for Graduate with foot stop removed - 170cm.

\* Shortest length for Student with foot stop and bed end handles removed - 134cm)



## Medical device symbol glossary

	This symbol means Medical Device		UKCA Mark		CE Mark		Consult Instructions for use
	Manufacturer's address		European Authorised Representative		Swiss Representative's address		Importer's address
	Batch code		Catalogue number		Unique device identifier		Serial number
	DANGER! Warning messages regarding possible risks of serious accident or death		WARNING! Warning messages regarding possible risks of injury		CAUTION! Warning messages regarding possible technical damage		Do not use if package is damaged and consult the Instructions For Use
	Date of manufacture XXXX-XX-XX		Load Maximum XXX Kg		Distributor's address		Keep dry

**SYMMETRIKIT**

# ACHEEVA<sup>®</sup>

**LEARNING STATION**



*Please get in touch with us to find out more...*






Tel: **01531 635388**

SYMMETRIKIT Postural Care, Bromyard Road, Ledbury, Herefordshire HR8 1NS  
[www.Symmetrikit.com](http://www.Symmetrikit.com) [sales@Symmetrikit.com](mailto:sales@Symmetrikit.com)



Acheeva Help

The intended lifetime of this product is 5 years

 <p>As the manufacturer, The Helping Hand Company, declares that the product conforms to the UK Medical Devices Regulation 2002</p>	 <p>As the manufacturer, The Helping Hand Company, declares that this product conforms to the Medical Device Regulation (2017/745)</p>
 <p>The Helping Hand Company Ltd          Bromyard Road, Ledbury, HR8 1NS United Kingdom          Tel: +44 (0)1531 635678 <a href="mailto:sales@HelpingHand.co.uk">sales@HelpingHand.co.uk</a></p>	 <p>120 Kg</p>
 <p>International Associates Auditing &amp; Certification Ltd          The Black Church, St. Mary's Place, Dublin, D07 P4AX Ireland          Tel: +353 16971561 <a href="mailto:enquiry@ie.ia-net.com">enquiry@ie.ia-net.com</a> <a href="http://ia-uk.com">ia-uk.com</a></p>	