

Nurse Delegation to Certified Staff

Wheelchair Scale Usage Instructions

To all employees this is a highly valuable piece of equipment and we urge you when handling these scales you are ultra cautious and follow the procedures carefully listed below:

- The Scales will be kept on the Van and will be available on your Van days only. Please make arrangements to weigh your entire Wheelchair bound Residents on these days.
- The Scales will be carried in by our Van driver; unless other arrangements are necessary.
- The Scales will be placed in the activity room on the hard linoleum surface in the beauty shop area.
- The Scales operation manual will be kept in the pouch containing the meter. Please keep this manual with the equipment at ALL Times.
- Please do not have any Resident or staff stand on the scales for weight measurement; this is to be used with Wheelchairs only. If you have a Resident that is unsteady, you may use another Resident's wheelchair to weigh them.
- Open the Scale and by unfolding the surface making sure the Locking Knob is tightened. Carefully remove the Meter from the bag and plug in the Load Cell Post from the unit into the outlet located on the side of the Right Ramp; then plug the wall outlet into a wall plug-in.
- Bring the Wheelchair close to the Ramps. Loosen the black Width Adjusting Knob on the Left Ramp; this is the side that should be adjusted to get the appropriate Wheelchair width. Make sure both the Front and Back wheels are the correct width; when appropriate width is measured lock the width adjusting knob securely into place.
- Without any weight on the scale, press the On/Off button to turn on the scale.
- Wait until "000lb00oz and "Zero" appear on the Left side of the display.
- Roll an empty Wheelchair onto the scale. It will read "WEIGHING" or "REWEIGHING" until a stable weight for the wheelchair is calculated, then the Wheelchair weight will appear on the screen.
- Press the TARE button, "TARE" will appear in the upper right side of the display once the tare is set and the display will zero out.
- Remove the wheelchair from the scale. The display will show a negative weight equal to the weight of the wheelchair, once the wheelchair has been rolled off the ramps.
- Prepare the Resident by removing shoes and jackets. Place Resident firmly into wheelchair.
- Carefully roll the patient in the wheelchair onto the ramps of the scale.
- Encourage Resident to remain still; movement will cause the monitor to take longer in measuring. The display will show "Weighing" or "REWEIGHING" until a stable weight is obtained and can be displayed. It is recommended to press the "REWEIGH" button, once the Resident is becomes stable on the scales.
- After the weight is recorded, roll the Resident off the scale. Record results in BS by entering the value and typing in w/c after the value.
- To Reset the Meter for a different Wheelchair; turn the Meter On/Off button to reset the automated TARE. Then follow the steps listed above.
- **NEVER STAND ON THE RAMPS...THIS IS FOR WHEELCHAIR MEASUREMENTS ONLY!**