



positioning  
patients for life.®

# PRODUCT GUIDE & USER MANUAL

RT-5100-02

Symphony® Portrait™ Intracranial,  
Head & Neck Transfer Device





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# GENERAL PRECAUTIONS

## WARNING STATEMENTS

**⚠ ! WARNING ! NO MODIFICATION OF THIS EQUIPMENT IS ALLOWED. IF ANY PART OF THIS DEVICE EXPERIENCES A CATASTROPHIC LOAD, APPEARS DAMAGED OR FUNCTIONS IMPROPERLY, DISCONTINUE USE IMMEDIATELY AND CONTACT QFIX AT +1 484-720-6053 OR [TECHSUPPORT@QFIX.COM](mailto:TECHSUPPORT@QFIX.COM).**

## SAFETY INFORMATION

In order to operate the Symphony® Patient Transport System accurately and safely, the operating personnel must have the necessary expertise in a hospital setting.

The Symphony has been designed to be operated by two people.

To ensure safe use of the Symphony Patient Transport System, it is recommended that the user is educated and trained on the safe operation of the system prior to use.

The air source should never be engaged when loading a patient onto the Symphony Patient Trolley.

**! NOTE !** Refer to the Product Guide and User Manuals for the Symphony® Patient Transport System (P/N 2005112) and Symphony® Transfer Device(s) for operating instructions, product features, specifications, warnings, cautions, and other general precautions related to the use of the Symphony® Patient Transport System and the Symphony® Transfer Device(s).

## SERIOUS INCIDENTS

Please report any serious incidents (e.g. incidents which result in or have the potential to result in death or serious injury) to both Qfix and your country's Competent Authority.

## ENVIRONMENTAL CONDITIONS

### Operating

- Temperature: 10°C to 40°C (50°F to 104°F)
- Humidity: 10% to 90% non-condensing
- Atmospheric: 700–1060 hPa

### Storage

- Temperature: 0°C to 50°C (32°F to 122°F)
- Humidity: 0% to 95%
- Atmospheric: 700–1060 hPa

# GENERAL PRECAUTIONS

## MRI SAFETY INFORMATION

 Non-clinical testing has demonstrated the **Symphony® Portrait™ Intracranial, Head & Neck Transfer Device** is MR Safe. This device may be used with an MR system.

 Non-clinical testing has demonstrated the **Symphony® Patient Trolley** is MR Conditional. This device may be used with an MR system meeting the following conditions:

- **Static magnetic field of 3T or less.**
- **The MR system MRI table must be fixed or docked in place prior to patient transfers taking place.**
- **The Symphony Patient Trolley must be moved past the 160 mT (1600G) boundary of the MRI scanner prior to scanning. If the spacial gradient of the magnetic field in your room configuration is not known, remove the trolley from the MR room prior to scanning.**

 Non-clinical testing has demonstrated the **Symphony Transfer Handles** are MR Conditional. These devices may be used with an MR system meeting the following conditions:

- **Static magnetic field of 3T or less.**
- **The Symphony Transfer Handles must be removed from the Symphony Transfer Device prior to placing the transfer device into the bore of an MR system.**

 **! WARNING ! RECOMMENDED MAINTENANCE AND SERVICE, AS WELL AS USE OF ONLY SYMPHONY ACCESSORIES, COMPONENTS, AND REPLACEMENT PARTS, ARE NECESSARY TO ENSURE THE SAFETY, PERFORMANCE, AND MRI COMPATIBILITY OF THE PRODUCT(S), AS WELL AS TO MAINTAIN APPLICABLE WARRANTIES.**

 **! WARNING ! USE OF UNAPPROVED MR ACCESSORIES MAY RESULT IN:**

- **Injury to patient**
- **Patient burns**
- **Damage to equipment**

Use only proven MR Safe or MR Conditional accessories, tested and approved for your MR system.

Consider the MR compatibility of accessories prior to use on your MR system.

 **! WARNING ! MAINTENANCE AND OTHER SERVICE OF SYMPHONY PRODUCTS SHOULD NEVER BE PERFORMED IN AN MR ENVIRONMENT.**

Consult the Symphony Patient Transport System (P/N 2005112) and Symphony Transfer Device(s) Product Guide and User Manuals (IFUs) for their MR compatibility.

## ELECTRONIC EMISSIONS

The Symphony Patient Trolley is an electronic device that may interfere with other electronic devices. If the Symphony interferes with other electronic devices, move the trolley away from affected device(s).

# GENERAL PRECAUTIONS

## ADDITIONAL PRECAUTIONS

When the air bearing is deflated during patient transfer, the edge of the Symphony Transfer Device can become a pinch point. Be sure that extremities are clear of this area during deflation.

The use of additional immobilization devices may create additional trapping zones not described in this Product Guide and User Manual.

Use of the Symphony Charging Cable may create a tripping hazard. It is recommended that users position the Symphony Patient Trolley as close to the charging outlet as possible and in a way that does not impede disconnecting the charging cable from the wall or device.

Use of the transfer hose may create a tripping hazard. Take care in managing the hose to avoid potential tripping and snag scenarios.

Ensure that the air hose is properly seated in both the Transfer Device Air Inlet as well as the hose connection point in the Symphony Trolley Handle prior to use of the air source.

When transferring, ensure that the patient is balanced left-to-right on the device to obtain a smooth transfer. If necessary, reposition the patient on the transfer device prior to performing a transfer.

It is recommended to perform imaging studies on all transfer devices to characterize the physics properties and relative patient positioning, if necessary prior to clinical use.

# GENERAL PRECAUTIONS

## WARNING LABELS & DESCRIPTIONS

Refer to [Qfix.com](http://Qfix.com) for a listing of symbols and their definitions.



### LOAD RATING

The maximum safe working load for the Symphony® Portrait™ Intracranial, Head & Neck Transfer Device is 226 kg (500 lbs). Refer to the Instructions for Use of Receiving Systems and the Symphony® Patient Transport System (P/N 2005112) for their maximum safe working loads and DO NOT exceed the lowest load rating.



### MR SAFE

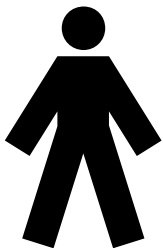
An item that poses no known hazards resulting from exposure to any MR environment. MR Safe items are composed of materials that are electrically non-conductive, nonmetallic and nonmagnetic.



### MR CONDITIONAL

An item with demonstrated safety in the MR environment within defined conditions.

Refer to the conditions as defined in the MRI Safety Information section.



### APPLIED PART TYPE B

This symbol identifies Applied Parts Type B. These parts come in contact with the patient.



### LOCATING BAR STOP GUIDES

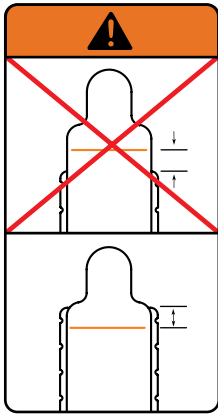
These symbols are intended to be used to guide and align the Symphony® Transfer Device to the Symphony Locating Bars installed on the Receiving System during transfer.

# GENERAL PRECAUTIONS



## TRANSFER HANDLE INTERFACE

These symbols indicate where the Symphony® Transfer Handles attach to the Symphony® Transfer Device.



## WARNING

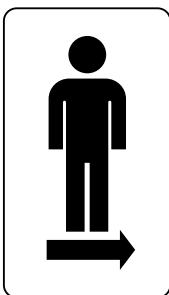
DO NOT extend the Symphony® Portrait™ Intracranial, Head & Neck Transfer Device off the end of the couch top beyond the orange cantilever line. Doing so may cause patient or personal injury.

If cantilevering the device, the Symphony Locating Bars must be used.



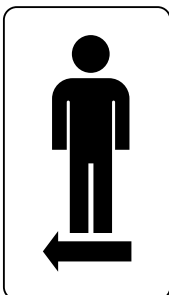
## DO NOT SIT

Standing or sitting on the Hand Grip Array may damage the Hand Grip Array or cause injury.



## PATIENT LEFT

Refers to the patients left side, and is the side on which that particular adapter should be installed.



## PATIENT RIGHT

Refers to the patients right side, and is the side on which that particular adapter should be installed.

# INTENDED USE

The Qfix® Symphony® Portrait Transfer Device is indicated to aid in the support, positioning, and transfer of a patient for head and neck procedures involving imaging, including MRI; and external beam radiation therapy treatment with electrons, photons or protons; and other general procedures requiring transfer of a patient. The Symphony® Portrait™ Intracranial, Head & Neck Transfer Device is designed to interface with other positioning devices, such as couchtops, inserts, thermoplastic masks and positioning pads. This device allows for a patient to be cantilevered for head and neck treatments.

**! NOTE ! United States Federal law restricts this device to sale by or on the order of a physician.**

## **PATIENT TARGET GROUPS**

Patients undergoing radiation therapy, diagnostic imaging procedures, or other procedures involving transfer of a patient.

## **INTENDED USERS**

The intended user for the products is a person qualified in accordance with the requirements of the regulatory region.

# SYMPHONY® PATIENT TRANSPORT SYSTEM

## DESCRIPTION

The Qfix® Symphony® Patient Transport System (the Symphony) is designed to maximize workflow efficiency and throughput. The Symphony is a fully integrated transport system consisting of a trolley system and interchangeable patient transfer devices designed for ease of use. Patient positioning and immobilization can occur on a Symphony Transfer Device, enabling users to transport patients seamlessly to multiple imaging modalities and treatment systems.

## SYMPHONY SYSTEM COMPONENTS

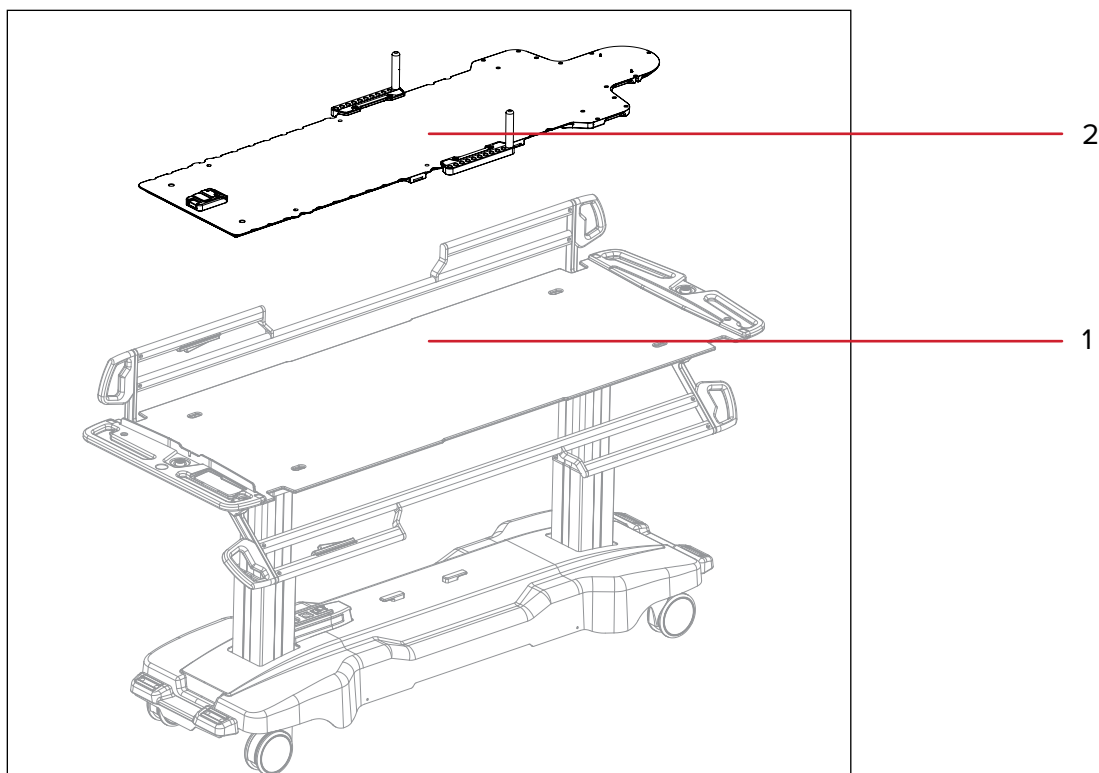


Fig. 1

### 1. The Symphony Patient Trolley

The self-contained Symphony Patient Trolley consists of an integrated air source, two batteries, and electronic height-adjustable pillars. The unique design promotes safety of the patient and user during patient transfer.

### 2. Symphony Transfer Devices

The Symphony Patient Trolley is designed to work with a variety of Symphony Transfer Devices. Consult the Product Guide and User Manual for the transfer device you intend to use. The Symphony® Portrait™ Intracranial, Head & Neck Transfer Device is depicted above.

# GETTING TO KNOW YOUR SYMPHONY® TRANSFER DEVICE

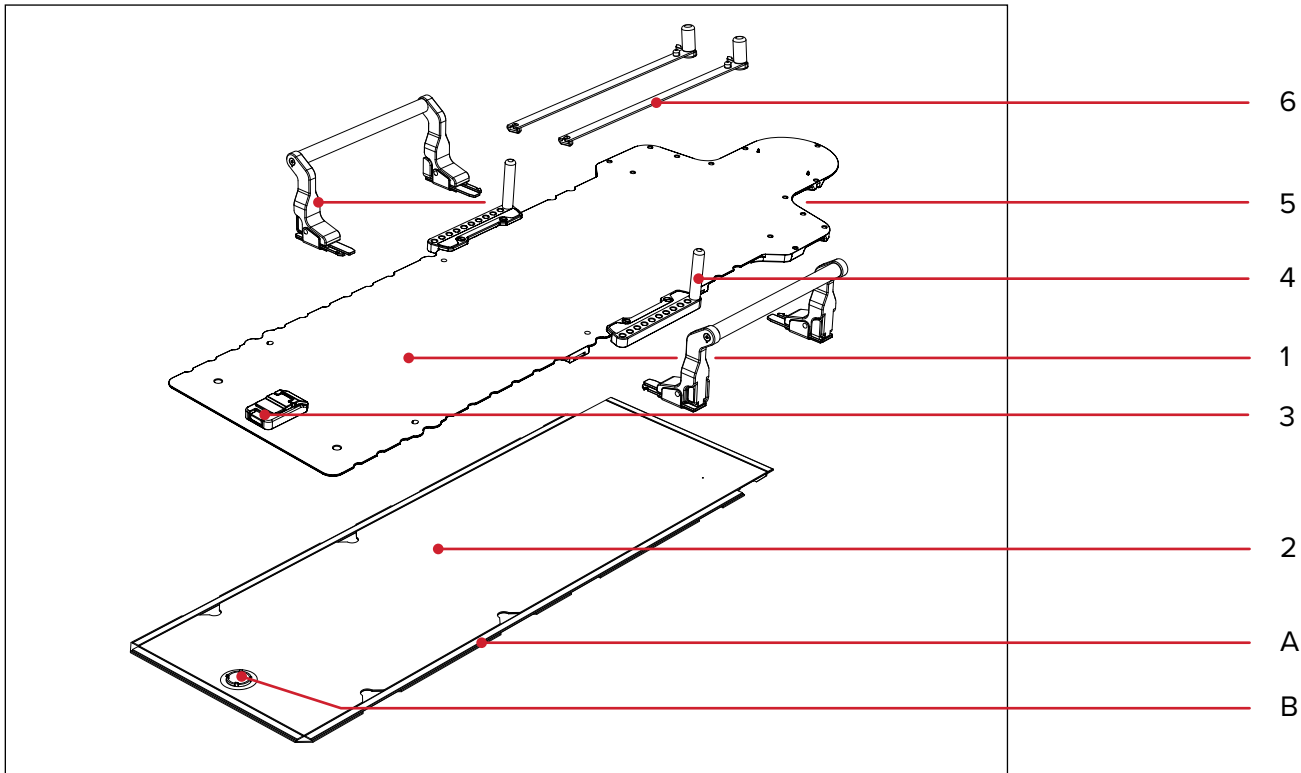


Fig. 2

## 1. Symphony® Portrait™ Intracranial, Head & Neck Transfer Device

## 2. Air Bearing

- (A) Hook and loop attachment
- (B) Transfer Device Connection

## 3. Air Inlet

## 4. Hand Grip Array (HGA)

## 5. Symphony Transfer Handle (accessory)

## 6. Symphony Locating Bar (accessory)

# GETTING TO KNOW YOUR SYMPHONY® TRANSFER DEVICE

## SYMPHONY® TRANSFER DEVICE

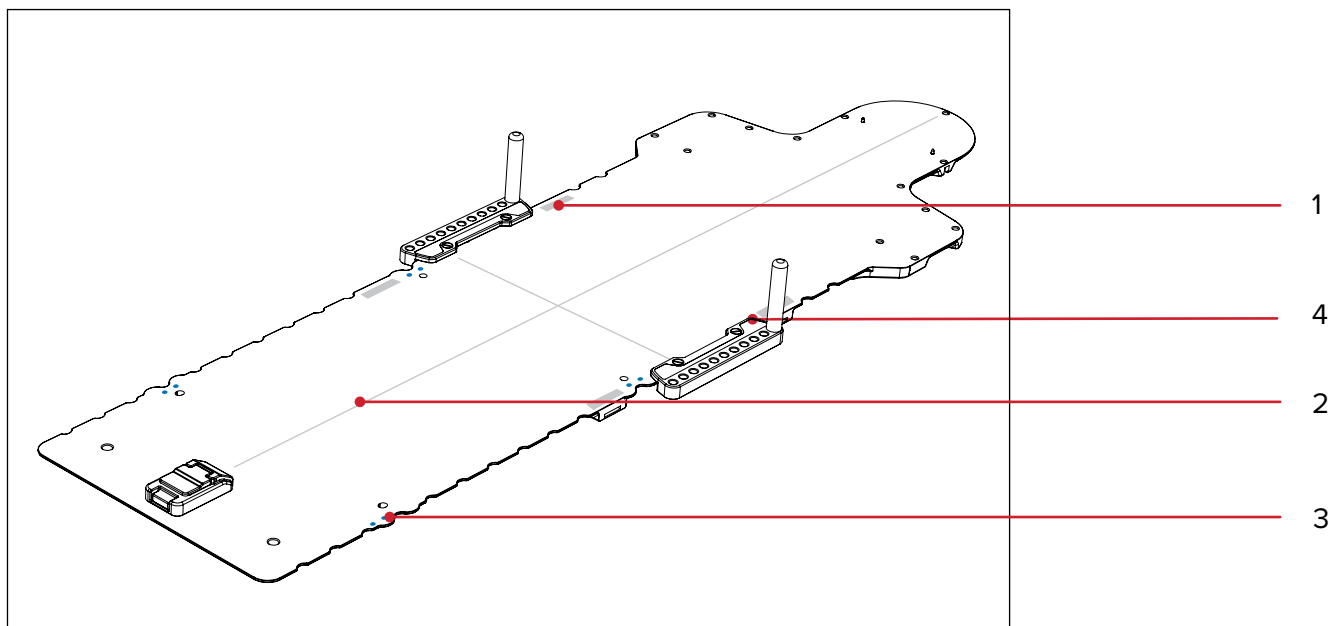


Fig. 3

### 1. Transfer Handle Locations

These pockets are receivers for the Symphony Transfer Handle when attached to the device.

### 2. Laser Alignment Guides

These markings on the surface of the transfer device can be used with room lasers to help align the patient during setup.

### 3. Symphony Locating Bar Alignment

These markers are located on either side of the device and are intended to help guide the device to the alignment stops on the Symphony Locating Bar. (Fig. 4)

# GETTING TO KNOW YOUR SYMPHONY® TRANSFER DEVICE

## SYMPHONY™ TRANSFER DEVICE

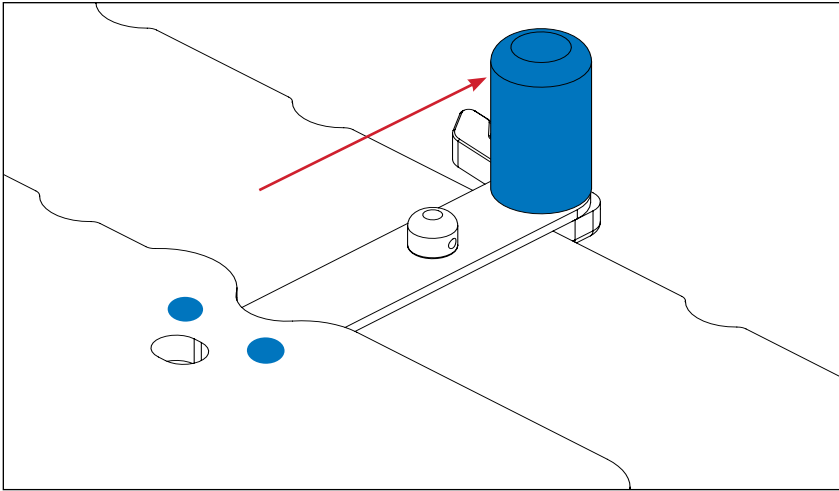


Fig. 4

### 4. Hand Grip Arrays (HGA)

The HGA provides dependable, indexed positioning of the patient's hands. The HGAs may be removed (via the two screws in each HGA) if not needed.

# GETTING TO KNOW YOUR SYMPHONY® TRANSFER DEVICE

## AIR INLET

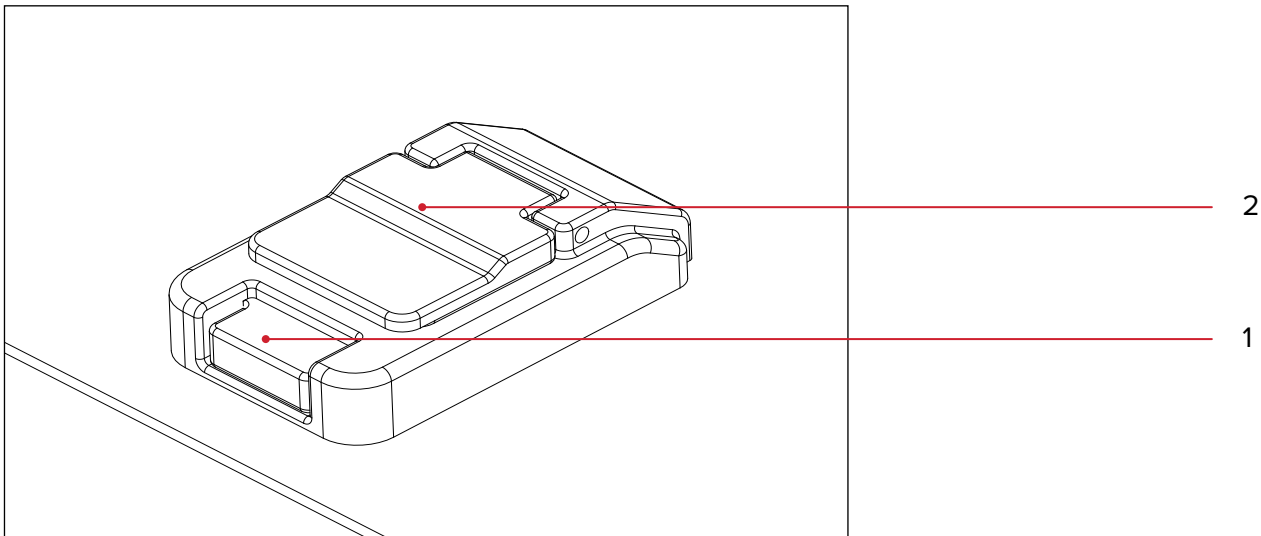


Fig. 5

### 1. Release

The release is used to disengage the Transfer Device Hose from the air inlet on the device. Press the release and pull up on the Transfer Device Hose to remove. (Fig. 6)

# GETTING TO KNOW YOUR SYMPHONY® TRANSFER DEVICE

## AIR INLET

### 2. Cover

The air inlet is fitted with a cover to help keep contaminants out of the air bearing. To insert the Transfer Device Hose, lift the cover to expose the air inlet. Push the hose into the air inlet.

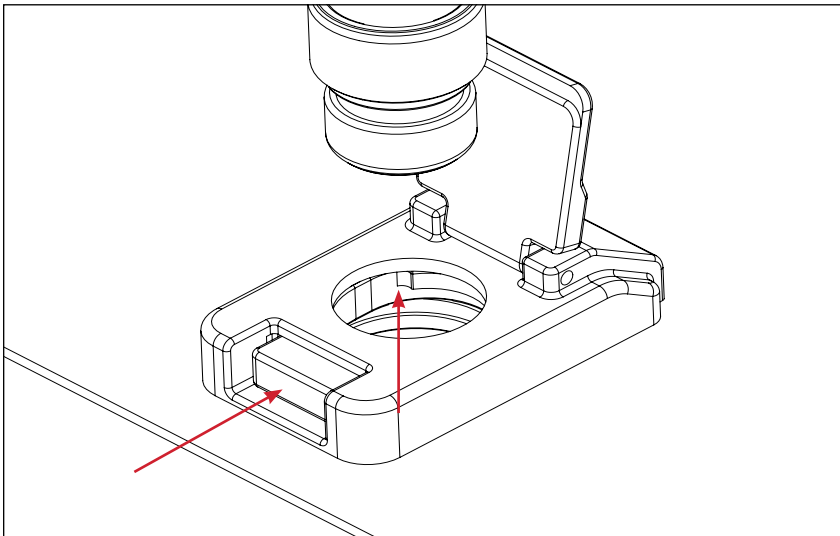


Fig. 6

# GETTING TO KNOW YOUR SYMPHONY® TRANSFER DEVICE

## SYMPHONY® TRANSFER HANDLE

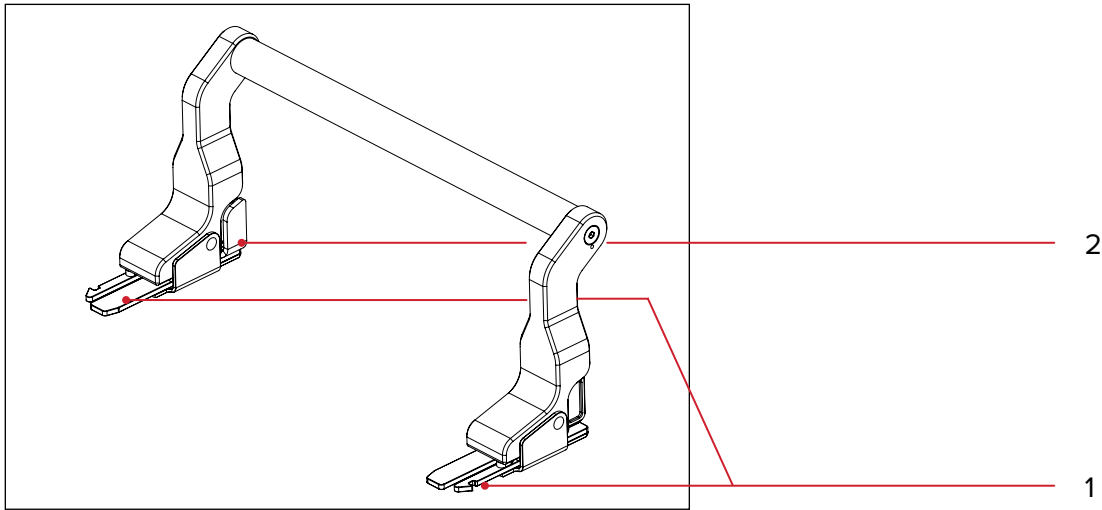


Fig. 7

### 1. Symphony Transfer Handle Locks

The Symphony Transfer Handle uses two locks to attach to the Symphony Transfer Device.

### 2. Releases

The releases are used to detach the Symphony Transfer Handle from the Symphony Transfer Device after use.

# GETTING TO KNOW YOUR SYMPHONY® TRANSFER DEVICE

## SYMPHONY® TRANSFER HANDLE

### To Attach

Line up the Symphony Transfer Handle locks with the receivers on the device and slide in until a click is heard. Always be sure that both locks on each transfer handle are secure before transferring a patient. (Fig. 8)

### To Detach

While squeezing the bottom portion of both red releases, pull the transfer handle away from the transfer device. (Fig. 9)

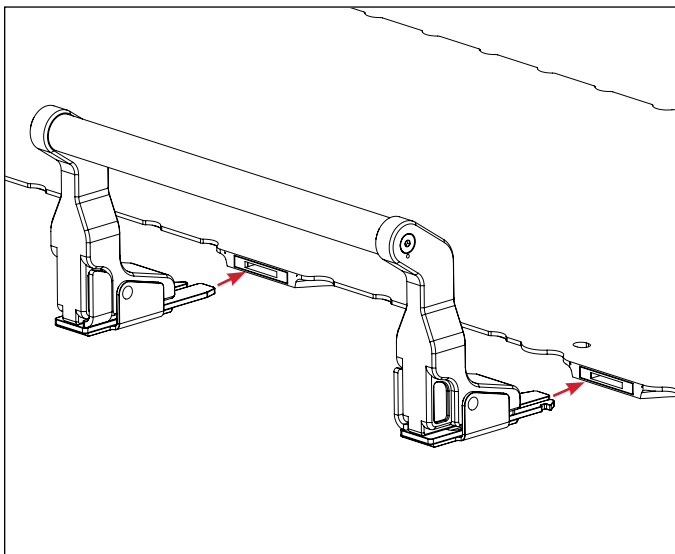


Fig. 8 – Attach

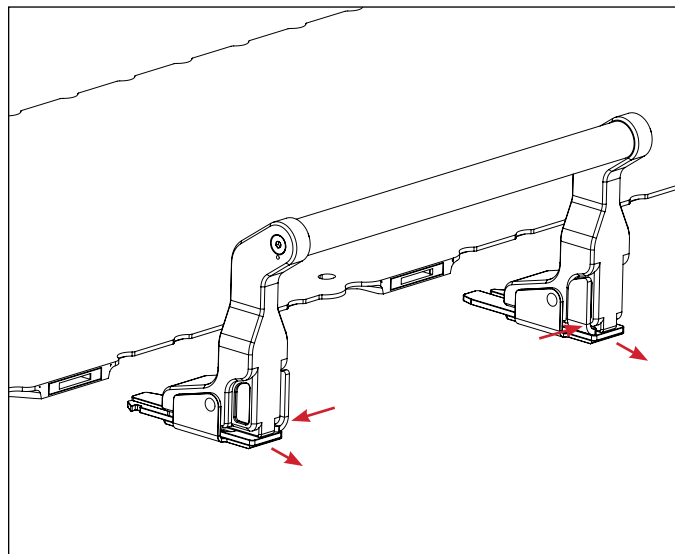


Fig. 9 – Detach

# GETTING TO KNOW YOUR SYMPHONY® TRANSFER DEVICE

## SYMPHONY® LOCATING BAR

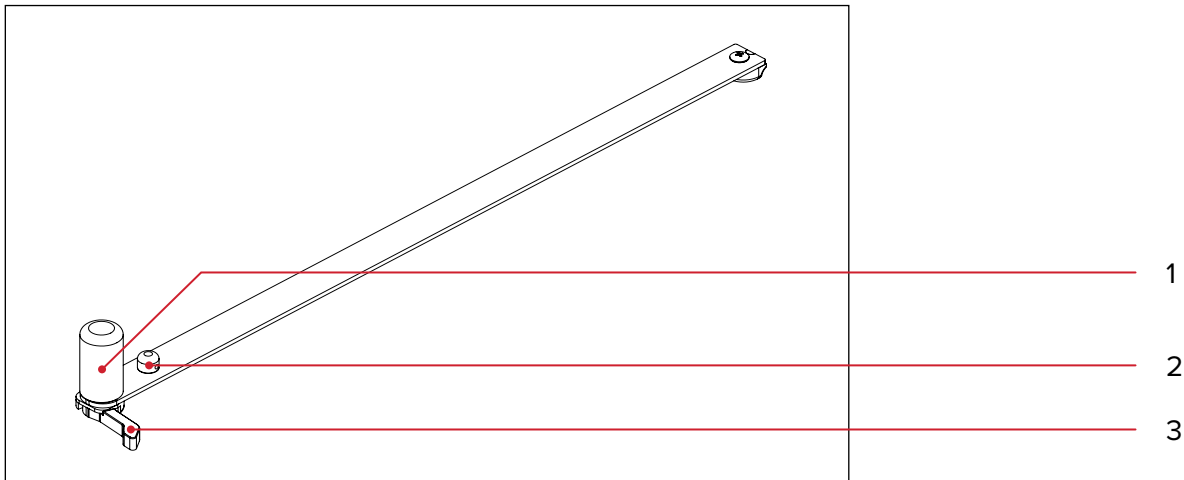


Fig. 10

### 1. Alignment Stop

The alignment stops are used to stop the Symphony Transfer Device at the end of the transfer as well as align the transfer device for indexing.

### 2. Indexing Pin

The indexing pins are designed to index the Symphony Transfer Device to the Receiving System after transfer is complete.

### 3. Locking Lever

The locking lever is used to lock the Symphony Locating Bar to the Receiving System.

#### To Attach

Place the Symphony Locating Bars in the appropriate notches on the Receiving System, then tighten the locking lever by rotating the handle clockwise to lock the locating bar in place.

#### To Detach

Loosen the locking lever by rotating the handle counter-clockwise and remove the Symphony Locating Bar from the Receiving System.

# USING YOUR SYMPHONY® PORTRAIT™ INTRACRANIAL, HEAD & NECK TRANSFER DEVICE

## PREPARING THE TRANSFER DEVICE FOR USE

Inspect the transfer device, including the air bearing, for damage prior to use.

Place the Symphony Transfer Device on the Symphony Patient Trolley.

Verify the Symphony Transfer Handles are attached to the transfer device.

**⚠ ! WARNING ! TRANSFER HANDLES ARE MR CONDITIONAL. ONLY USE IN A STATIC MAGNETIC FIELD OF 3T OR LESS AND DO NOT PLACE IN THE BORE OF AN MR SYSTEM. REFER TO MRI SAFETY INFORMATION SECTION.**

## LOADING & POSITIONING THE PATIENT

Attach Transfer Device Hose to Symphony Transfer Device.

Remove transfer handle on the loading side; this will make it easier to load the patient.

Place appropriate Silverman head support onto the Portrait Transfer Device.

Lower the trolley, if necessary, to an appropriate height. Sit the patient approximately centered on the transfer device.

Lift and rotate the patient's legs onto the transfer device, then lay the patient gently backwards until the patient's head is in the Silverman head support.

**! NOTE ! Refer to the Product Guide and User Manual for the Silverman Head Supports (P/N 2004394) for operating instructions, product features, specifications, warnings, cautions, and other general precautions related to the use of the Silverman Head Supports.**

Form MOLDCARE® head cushion as desired (refer to the MOLDCARE® Instructions for Use).

For HGA setup, attach the handle once the patient is in place. Place the handle into the hole so that it can be gripped comfortably by the patient and record its location using attached Patient Setup Sheet located at the end of this Product Guide and User Manual.

Set up the patient as needed for particular treatment; record relevant positioning data on supplied Patient Setup Sheet.

Prior to simulation, mold an Aquaplast RT™ or Fibreplast® mask on patient.

**! NOTE ! Refer to the Product Guide and User Manual for the Aquaplast RT™ & Fibreplast® Thermoplastics & IntegraBite™ (P/N 2002890) for operating instructions, product features, specifications, warnings, cautions, and other general precautions related to the use of Aquaplast RT & Fibreplast Thermoplastics.**

For treatment, place the pre-made mask on the patient and attach to the transfer device.

Reattach the Transfer Handle and raise the siderail.

# USING YOUR SYMPHONY® PORTRAIT™ INTRACRANIAL, HEAD & NECK TRANSFER DEVICE

## MOVING & TRANSFERRING WITH THE SYMPHONY® SYSTEM

For Instructions for Use on moving and transferring patients, refer to the Symphony Patient Transport System Product Guide and User Manual (P/N 2005112).

## UNLOADING THE PATIENT

Remove the thermoplastic mask.

**! NOTE !** Refer to the Product Guide and User Manual for the Aquaplast RT™ & Fibreplast® Thermoplastics & IntegraBite™ (P/N 200890) for operating instructions, product features, specifications, warnings, cautions, and other general precautions related to the use of Aquaplast RT & Fibreplast Thermoplastics.

Remove the Symphony Transfer Handles from the transfer device.

Lower the trolley, if necessary, to an appropriate height. Assist the patient in getting off of the Symphony Patient Trolley.

## END OF DAY INSTRUCTIONS

Ensure Symphony Transfer Handles are installed and all other accessories are removed from the transfer device.

# MAINTENANCE

## CLEANING THE SYSTEM

The Symphony® Patient Trolley, Transfer Devices, and accessories can be cleaned with a mild, non-abrasive cleaning or disinfecting solution. To clean, apply solution to a clean cloth and wipe external surfaces.

## DISINFECTING THE SYSTEM

The following cleaning materials have been tested and found to be appropriate for cleaning the Symphony Patient Transport System:

- Water
- 10% Clorox® Bleach Solution
- Isopropyl Alcohol
- Soap and Water

To disinfect the Symphony Patient Transport System, refer to the specific instructions from the cleaning agent manufacturer. Qfix recommends spraying the cleaning solution onto a clean cloth, then using the cloth to wipe the device clean.

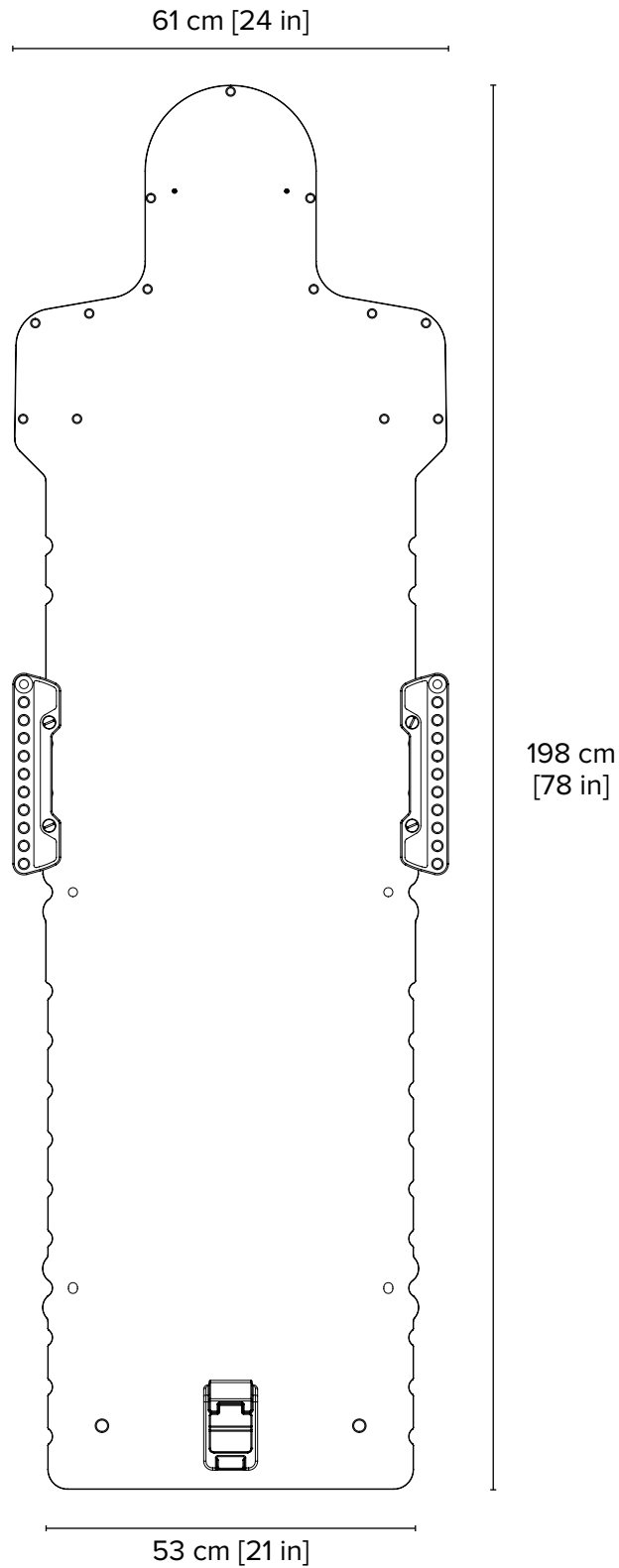
For proper operation of the air bearing, ensure no residue remains after cleaning. Perform final cleaning step with water, if necessary. Wait for air bearing to dry prior to next use.

 **! CAUTION ! FLUIDS THAT ENTER THE SYMPHONY PATIENT TROLLEY, ESPECIALLY THE TROLLEY BASE OR SYMPHONY TRANSFER DEVICES, MAY CAUSE DEVICE MALFUNCTION. DO NOT SPRAY DIRECTLY ONTO THE SYMPHONY PATIENT TROLLEY OR TRANSFER DEVICES OR ALLOW LIQUIDS TO FLOW INTO THE TROLLEY BASE.**

# SPECIFICATIONS

## WEIGHT

7.23 kg (16 lbs)



# SETUP SHEET

## RT-5100-02 SYMPHONY® PORTRAIT™ INTRACRANIAL, HEAD & NECK TRANSFER DEVICE

Patient Name:

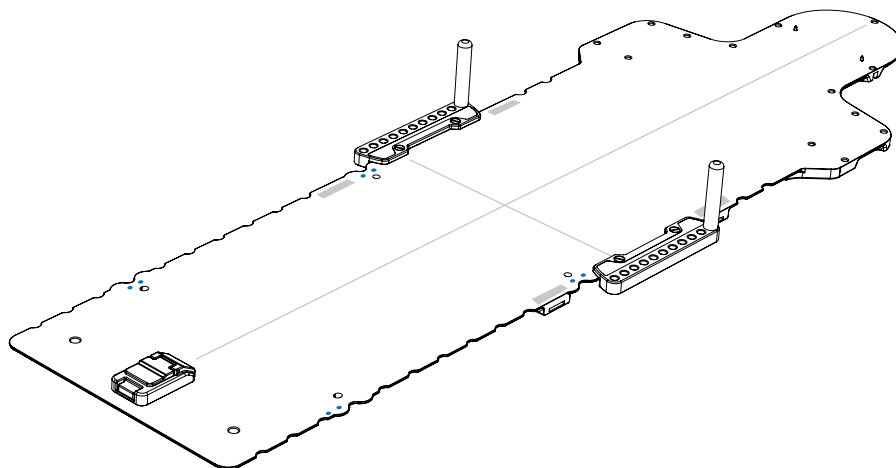
Patient ID #:

Setup by:

Physician:

Date:


Comments:




Notes:



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