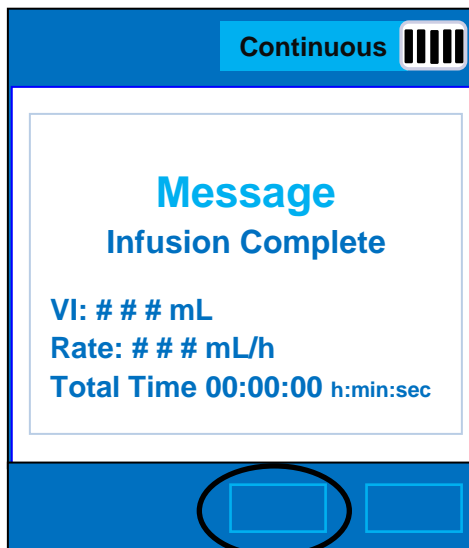



1. Clean a firm surface, in a well-lit area, with household cleaner.
2. **Wash hands** with soap and water for 20 seconds and use a paper towel to turn off the faucet.
3. Gather supplies as shown on the diagram, including an open wastebasket nearby.

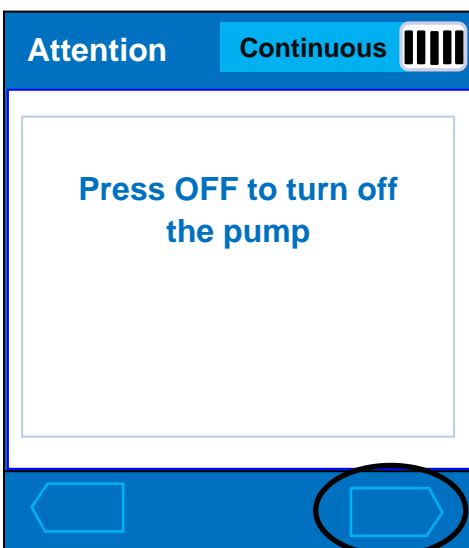
D Disconnecting the Medication Bag:


4. Pump will alarm and screen will display:



Press  **mute**
 to silence alarm and then
 press 'Ok'

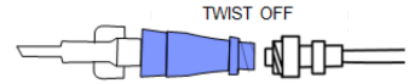
5. Pump screen will display:



Press  **Off**
 pump turns off

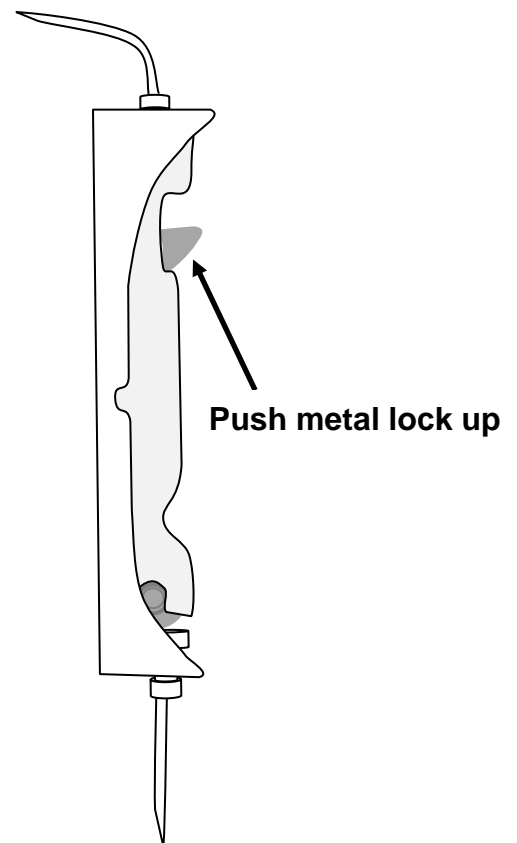
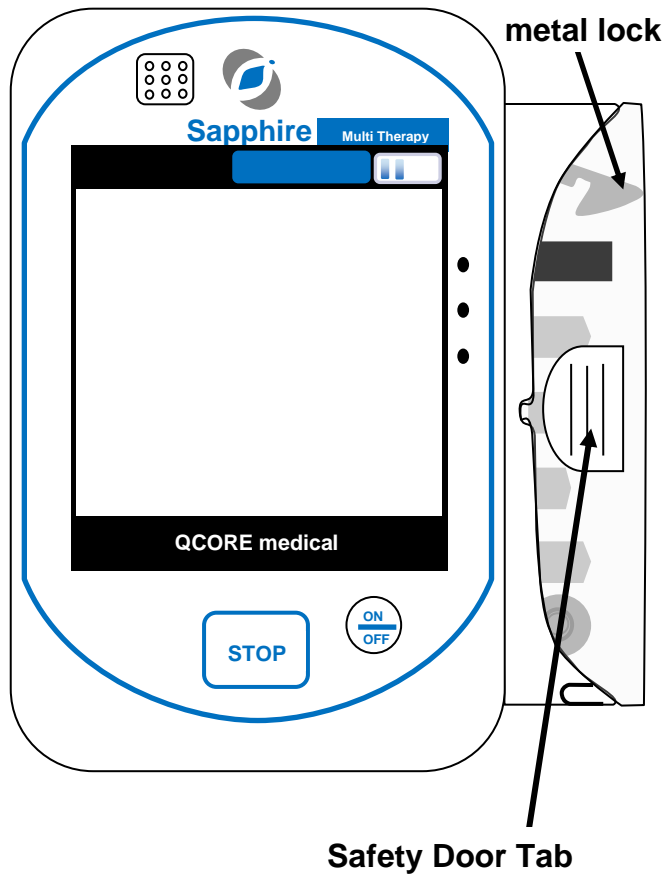
6. Disconnect medication tubing from your IV

- **Sanitize your hands:** Spread solution over palms, fingers and thumbs and rub until dry.
- Hold base of IV clave and twist off IV medication tubing.



7. Remove medication cassette from the pump:

- Using your thumb, press the safety door tab down and outward to open the safety door
- Push up on the metal lock until the cassette detaches and then pull the cassette out
- Discard medication cassette and tubing as directed.



S

Flush IV Catheter with Normal Saline

- Remove syringe wrappers
- **Sanitize your hands:** Spread solution over palms, fingers and thumbs and rub until dry.
- Scrub IV clave with alcohol for 20 seconds.
- **Pop Seal:** Pick up syringe and push on plunger to “pop” the seal.
- **Remove cap from syringe:** Do not touch the syringe tip - it is sterile.
- **Remove air bubble:** Hold syringe upright, push on plunger to remove air bubble.
- Push syringe into the IV clave and twist until it stops.
- Flush IV Catheter using a push/pause method.
- Hold base of IV clave, twist off syringe and discard.

H

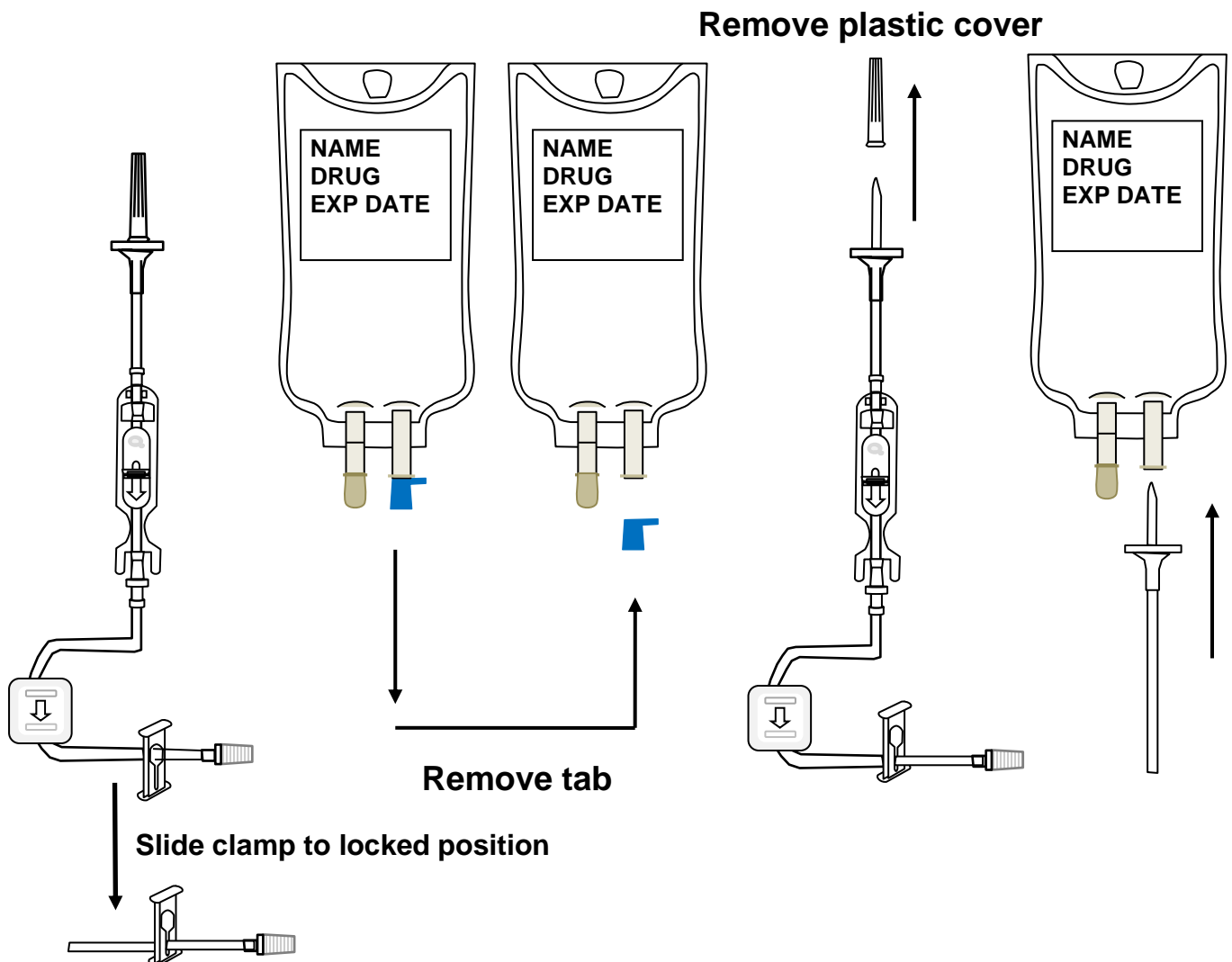
Flush IV Catheter with Heparin Syringe (Note: 24-hour infusions do NOT need heparin)

- Scrub IV clave with alcohol for 20 seconds.
- **Pop seal:** Pick up syringe and push on plunger to “pop” the seal.
- **Remove cap from syringe:** Do not touch the syringe tip - it is sterile.
- **Remove air bubble:** Hold syringe upright, push on plunger to remove air bubble.
- Push syringe into the IV clave and twist until it stops.
- Flush IV Catheter using a push/pause method.
- **Lock clamp(s)** on your IV Catheter if you have one, **BEFORE** twisting off the syringe.
- Hold base of IV clave, twist off syringe and discard.
- Twist green cap onto IV clave, if supplied to you.

Flush additional IV catheter(s) with saline and/or heparin. Cover with green cap(s) if supplied to you.

C**Connecting the Medication Bag:**

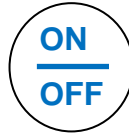
1. Clean a firm surface, in a well-lit area, with household cleaner.
2. **Wash hands** with soap and water for 20 seconds and use a paper towel to turn off the faucet.
3. Gather supplies as shown on the diagram, including an open wastebasket nearby.
4. Sanitize your hands: Spread solution over palms, fingers and thumbs and rub until dry.
5. Attach new tubing to hydration bag
 - Remove IV tubing from wrapper
 - **Lock clamp** on IV tubing
 - Remove tab off port on hydration bag, do not touch tip – it is sterile.
 - Remove plastic cover from spiked end of tubing, do not touch tip – it is sterile.
 - Spike bag - push and twist IV tubing into hydration bag.



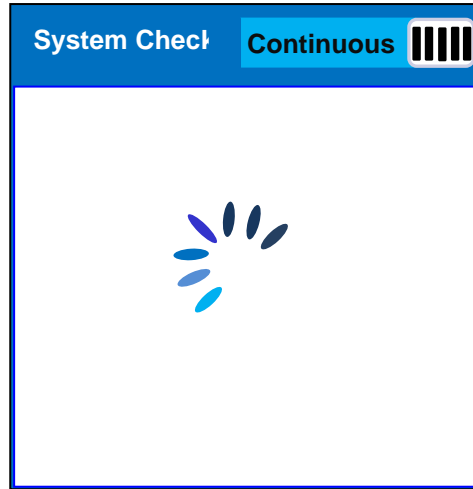
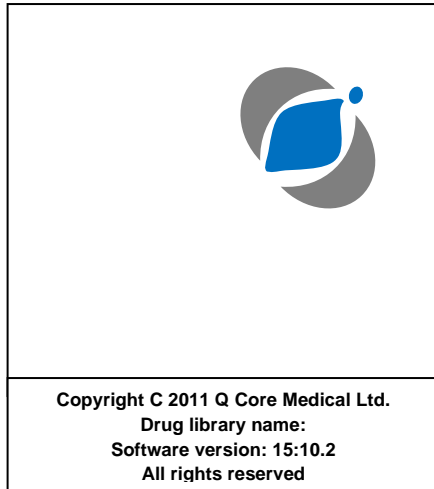
P Pump Setup

1. Power pump on

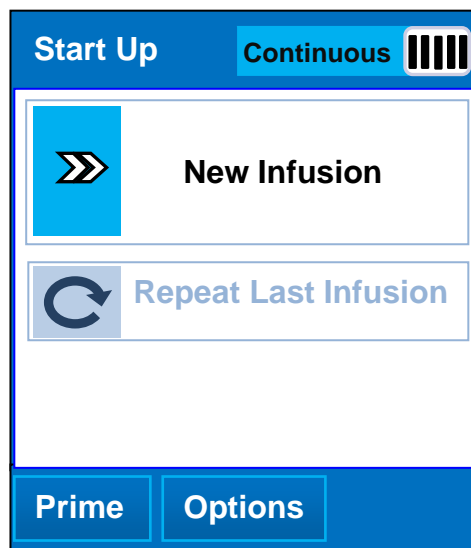
- Press and release the power switch



- Pump screen scrolls through the following screens:



- Power up is complete when the pump beeps AND the screen displays:

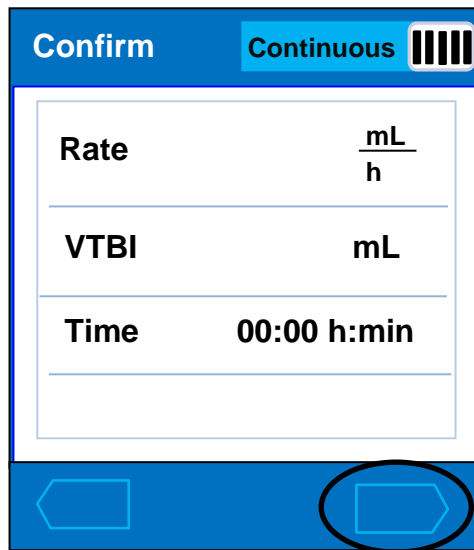


Press



NOTE: If the pump screen displays a warning message that the air detection is OFF. Press 'OK.' NELC uses tubing with a filter built into it.

2. Check medication sticker for correct patient name, drug, dose, route, frequency and “discard after” date.



Press

OK

To confirm pump settings against medication label

3. Pump screen will display:



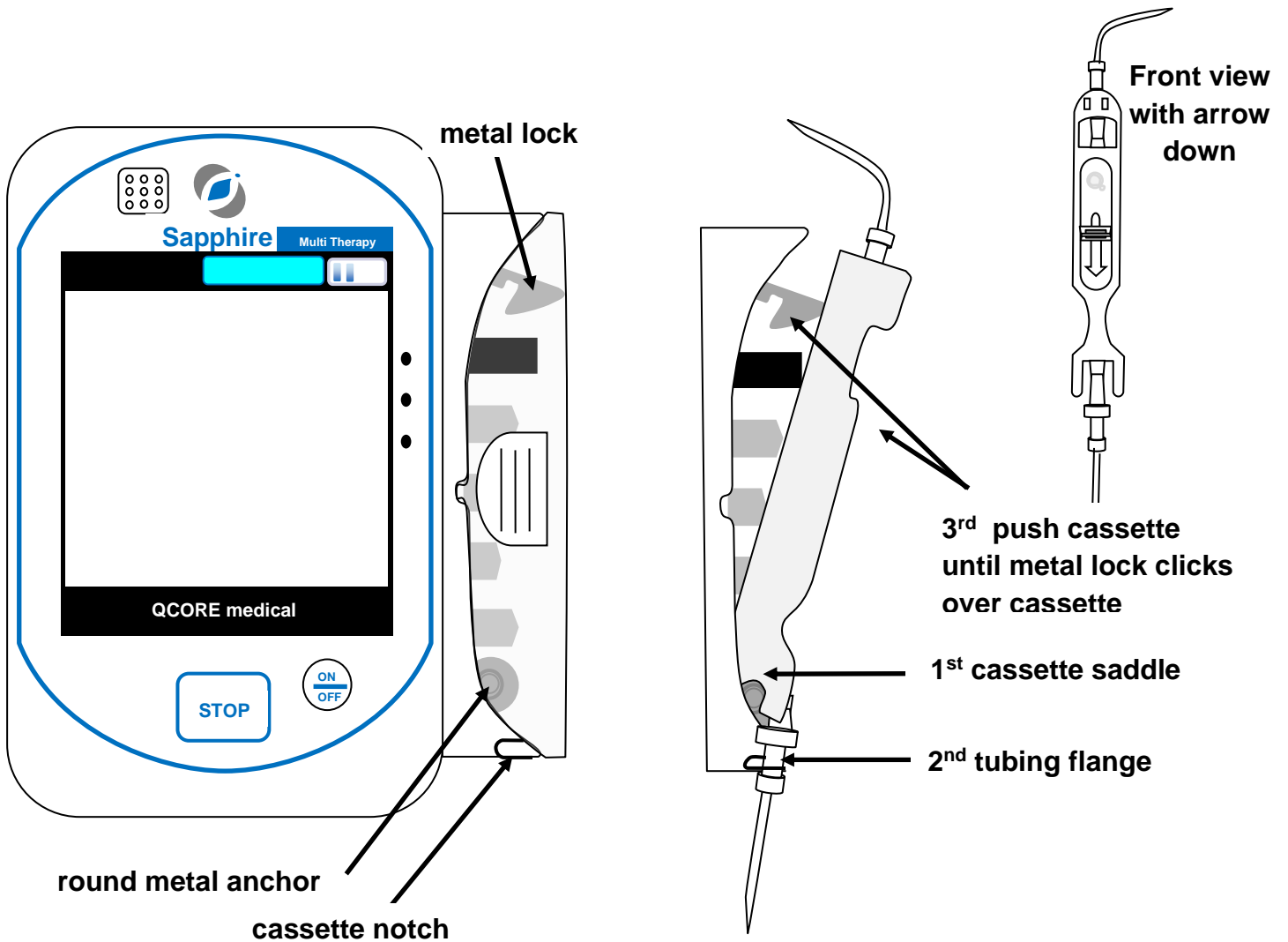
Do NOT Push any buttons, at this time

4. Open safety door

- Using your thumb, press the safety door tab down and outward

5. Inserting Administration Cassette

- Place cassette saddle on the rounded metal anchor in the cassette receptacle
- Ensure cassette arrow is facing downward and the tubing flange is in the cassette notch
- Push the top of the cassette until the metal lock clicks into place
- Close safety door. It should 'click' closed.



6. **Unlock clamp** on IV tubing.

7. Pump screen will display:



Press

Prime

(tubing requires priming and arrow on the IV tubing filter should face up while priming)



8. Pump screen will display:

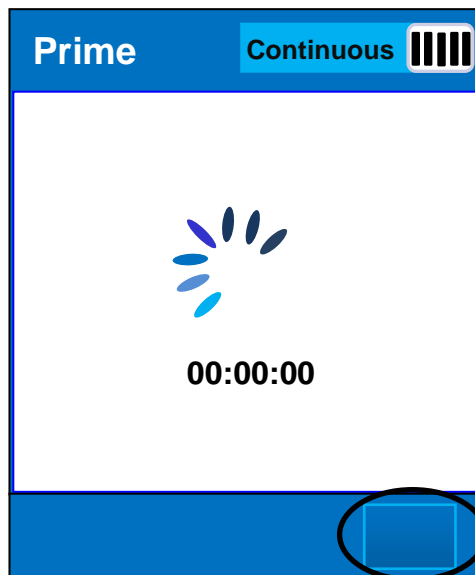


Press

Prime

(Reminder not to 'prime' tubing when tubing is connected to patient)

9. Pump screen will display:

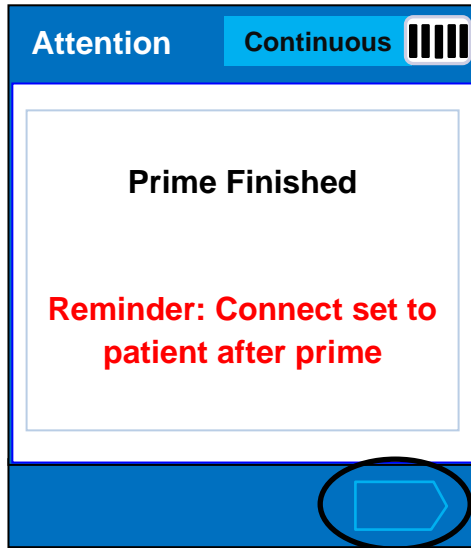


Press

Finish Prime

When fluid reaches the end of the tubing to stop priming.

10. Pump screen will display:



Press



11. Pump screen will display:

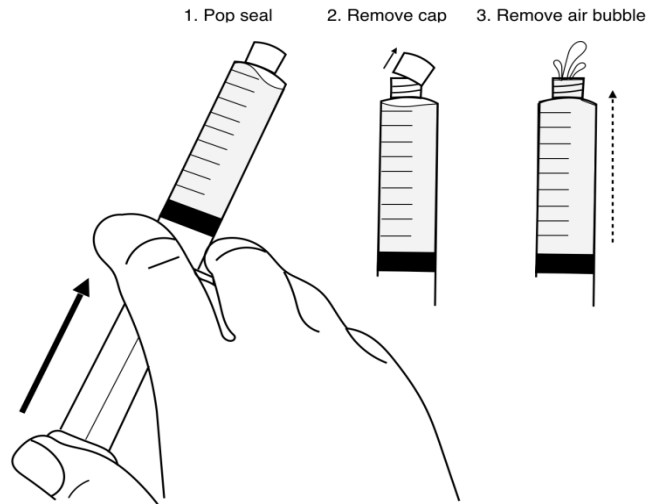


**Do NOT Push
any buttons,
at this time**

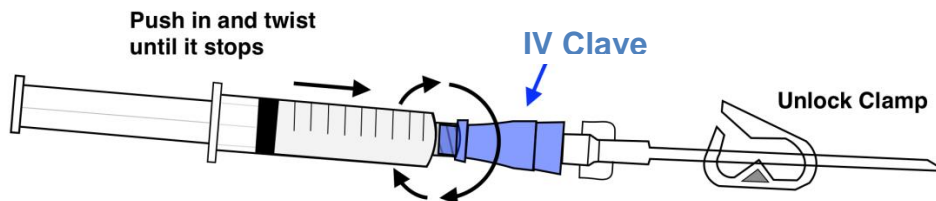
S

Flush IV Catheter with Normal Saline Syringe

- **Unlock clamp(s)** on IV catheter, if present.
- **Sanitize your hands:** Spread solution over palms, fingers, and thumbs and rub until dry.
- Scrub IV clave with alcohol for 20 seconds.
- **Pop Seal:** Pick up syringe and push on plunger to “pop” the seal.
- **Remove cap from syringe:** Do not touch the syringe tip - it is sterile.
- **Remove air bubble:** Hold syringe upright, push on plunger to remove air bubble.



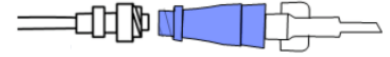
- Push syringe into the IV clave and twist until it stops.
- Flush IV Catheter using a push/pause method.
- Hold base of IV clave, twist off syringe and discard.



A

Administer Medication

- Scrub IV clave with alcohol for 20 seconds.
- Remove protective cover from medication tubing, do not touch tip – it is sterile.
- Push and twist medication tubing into IV clave.



4. Pump screen will display:

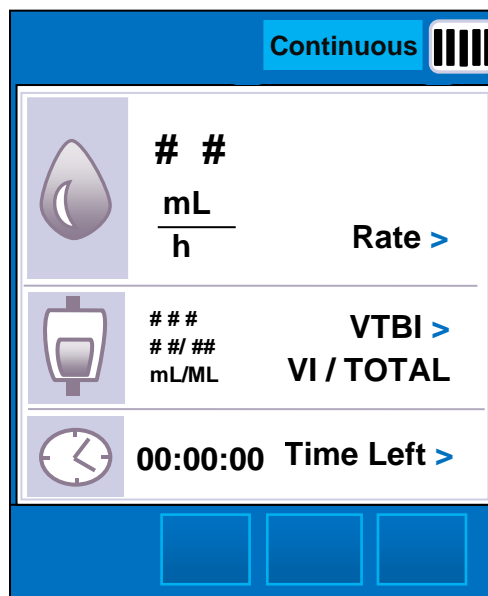


Press



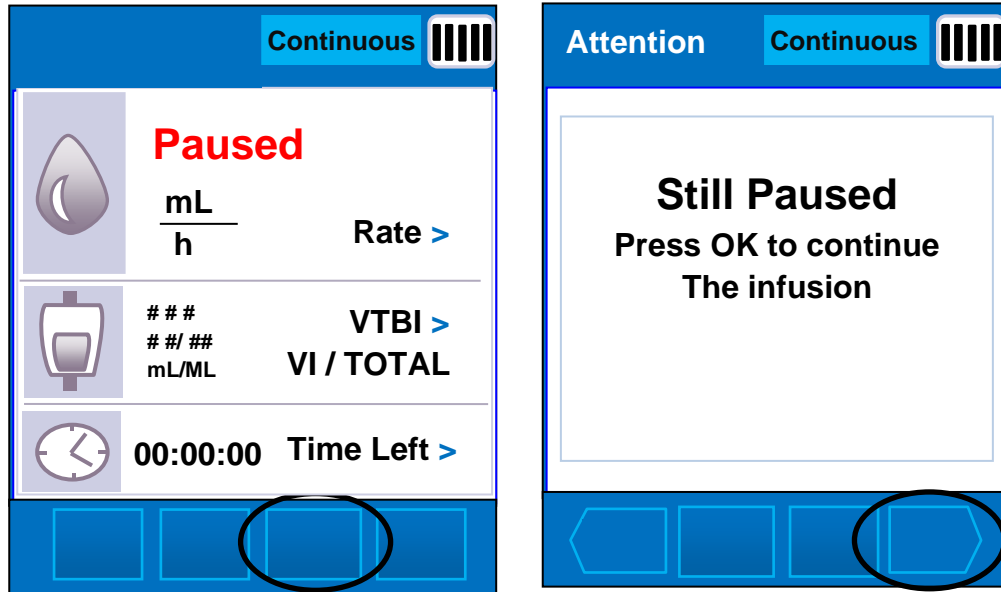
to start the infusion

5. Infusion is Running when the pump screen displays:



- + Check your pump in the morning and evening to ensure the light on the right hand-side of the pump is flashing green intermittently.

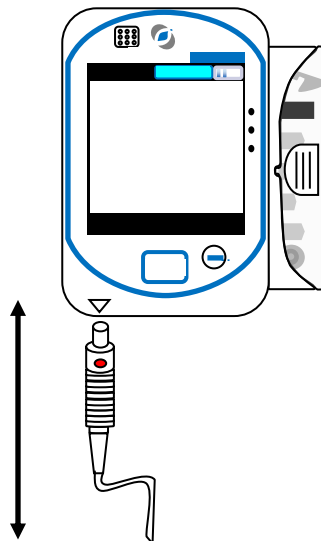
NOTE: If the infusion is paused or stopped at any time, to restart the same medication bag press 'Request Continue' on the Paused Infusion Screen and 'OK' on the Attention screen. This will resume the same medication bag where it left off.



6. Medication will run over _____ hours.

7. AC Adapter

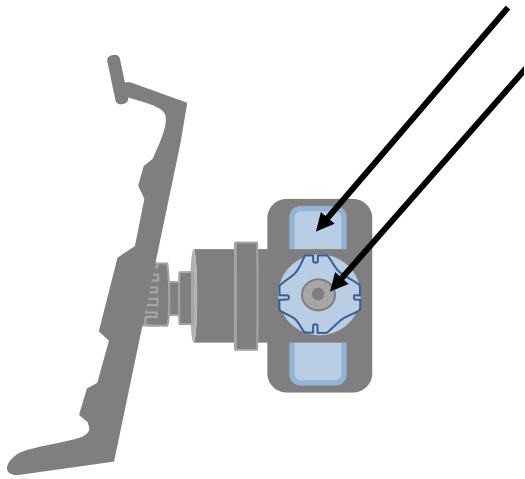
- Align red dot on AC adapter chord with the triangle at the bottom of the pump. Push in and pull out to connect and disconnect- DO NOT TWIST. Plug pump in with AC Adapter at night when you are sleeping.



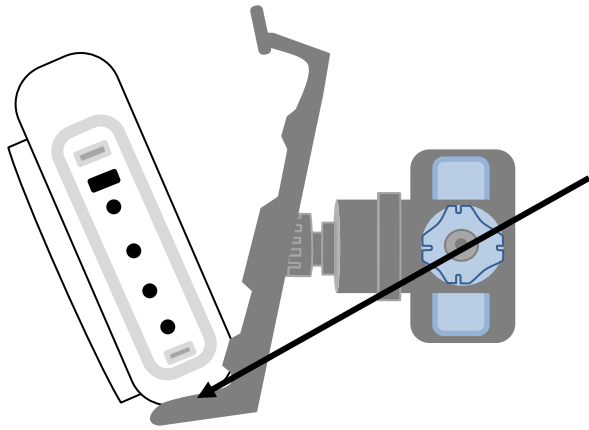
**Align red dot on chord with the triangle on pump.
Push in to connect. Pull out to disconnect.
DO NOT TWIST.**

8. Mini Cradle/Pump Pole attachment

Place IV pole here

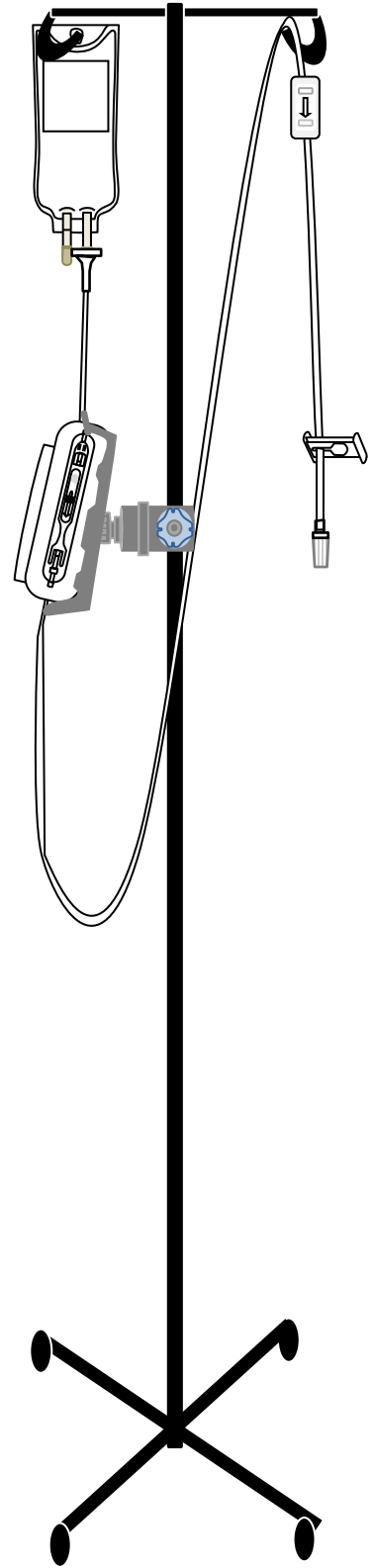
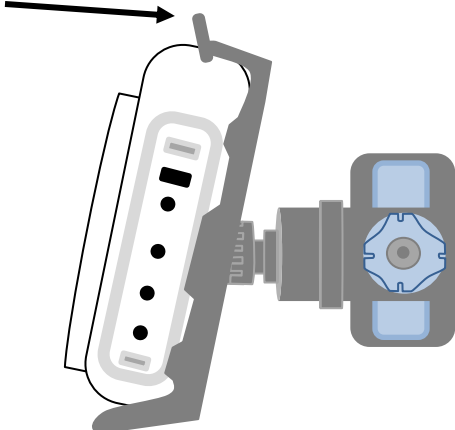


Tighten mini cradle knob until cradle is securely attached to the IV pole



Insert pump onto bottom hooks of the mini cradle and then 'click' into the top hook.

To release the pump from the mini cradle push the top hook back



THINGS TO REMEMBER

- **HYDRATION BAGS can be stored at room temperature.**
- Visually inspect your supplies and medication. Call NELC if there is damage, discoloration, residue, or particles.
- **Flush additional IV catheter(s) with saline and/or heparin daily. Cover with green cap if supplied to you.**
- Check your IV site and temperature daily.
- If dressing is not intact or you develop a fever, call your home care nurse.
- Your nurse will change your IV Catheter dressing, securement devices, extension, and IV clave weekly.

Shower:

- Disconnecting and reconnecting IV tubing during your infusion is strongly discouraged due to high risk of contamination.
- For 24-hour infusions, if you would like to shower without the pump please do so during your medication bag change time and limit your time off the pump to no more than 30 minutes. For infusions less than 24 hours, please shower during your disconnection time.

Steps for taking a Shower:

- Lock clamp(s) on your IV Catheter before showering.
- Protect Catheter site/dressing. Search online for “Protective covers for PICC lines” **OR**
 - + Place paper towel over IV dressing
 - + Wrap arm with plastic wrap
 - + Tape the top and bottom

Pump Alarms and Troubleshooting

Alarm Message	Troubleshooting
Battery Insufficient or Battery Near Depletion	Connect pump to the AC Adapter to charge.
Battery Depleted	Pump will shut down in 3 minutes if not connected to the AC Adapter to charge. Pump can run while charging.
Air in Line	Tubing set needs to be primed. Mute alarm and call NELC.
Infusion Complete	Following Instructions for stopping and starting a new infusion.
Cassette Misplaced	Administration cassette has not been installed properly. Remove cassette and reinstall.
Check for Occlusion	Verify clamps on tubing set have been opened.
Downstream Occlusion	1. Check that clamps on tubing are open. 2. Uninstall and reinstall administration cassette. 3. Ensure tubing is free of kinks. Once all occlusions resolved, press 'ok' to continue.
Upstream Occlusion	1. Check that clamps on tubing are open. 2. Uninstall and reinstall administration cassette. 3. Ensure tubing is free of kinks. Once all occlusions resolved, press 'ok' to continue

+ Call **NELC**, if unable to troubleshoot **MA: 1-866-278-6358**
NH: 1-800-338-8022
ME: 1-800-439-7969