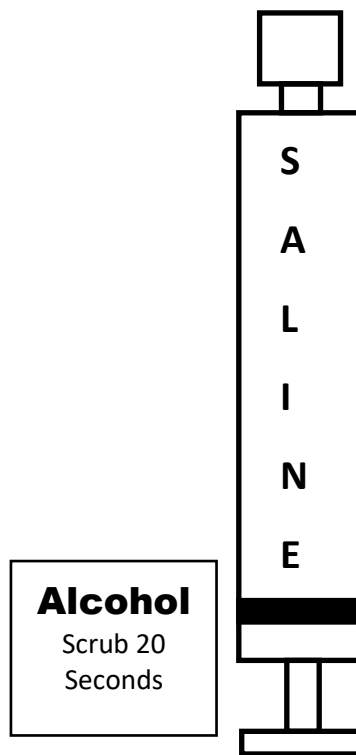


## Disconnecting Medication Bag

1. Clean a firm surface
2. **Wash hands** with soap and water for 20 seconds
3. Gather supplies and a wastebasket
4. Pump alarms 'Infusion Complete'  
-Mute alarm and press 'OK'
5. Press 'OFF' to turn off the pump
6. **SANITIZE hands:** Hold base of IV clamp and twist off medication tubing
7. Remove cassette from the pump  
(Discard as directed)

## Saline

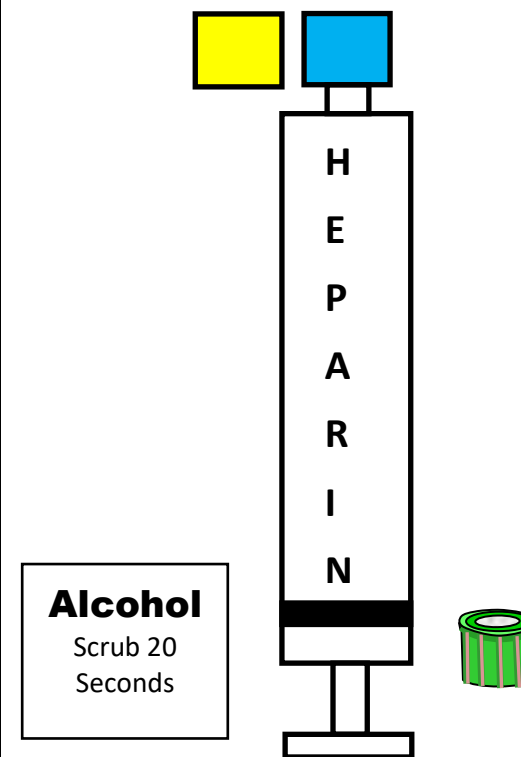
1. Remove syringe wrappers
2. **SANITIZE hands**
3. Scrub IV clamp with alcohol pad
4. Pop seal
5. Remove cap
6. Remove air bubble
7. Push and twist syringe into IV clamp
8. Flush – push/pause
9. Hold base of IV clamp and twist off syringe.



## Heparin

**NOTE: 24-hour infusions do NOT need heparin**

1. Scrub IV clamp with alcohol pad
2. Pop seal
3. Remove cap
4. Remove air bubble
5. Push and twist syringe into IV clamp
6. Flush – push/pause
7. **Lock clamp(s)** if you have one
8. Hold base of IV clamp and twist off syringe
9. Cover with green cap, if supplied to you



**THINGS TO REMEMBER:** Store IV bags at room temperature.

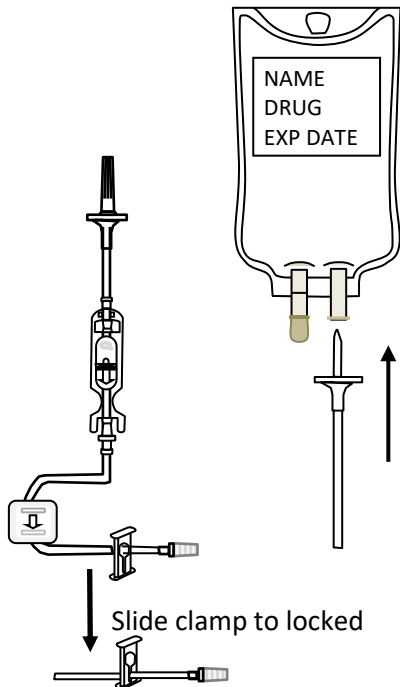
Flush additional IV catheter(s) \_\_\_\_\_ (hub color/s) with saline and/or heparin daily. Cover with green cap(s) if supplied to you.

01 02 03 04 05 06 07 08 09 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12

# C

## Connect Medication

1. Clean a firm surface
2. **Wash hands** with soap and water for 20 seconds
3. Gather supplies and a wastebasket
4. **SANITIZE hands**
5. Remove IV tubing from wrapper
6. **Lock clamp** on IV tubing
7. Remove tab off port on medication bag
8. Remove plastic cover from spiked end of tubing
9. Spike bag

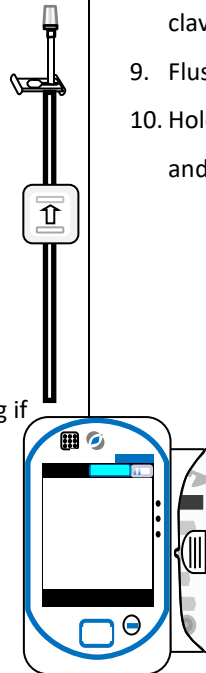


# P

## Pump Setup

1. Press & release **'ON/OFF'** button to turn pump on.  
-pump scrolls through screens, press **'Repeat Last Infusion'**
2. Check medication sticker for correct name, drug, dose, route, frequency, and discard after date and confirm against pump 'confirm' screen.  
-Press **'OK'**
3. Pump displays 'Start' screen  
**- DO NOT PRESS ANY KEY**
4. Open pump door
5. Insert new cassette  
-Close pump door
6. **Unlock clamp** on IV tubing
7. Press **'PRIME'**  
(arrow on filter facing up)
8. Reminder Do NOT prime tubing if connected to patient
9. Press **'Finish Prime'**
10. Press **'OK'**
11. Pump displays 'Start' screen  
**- DO NOT PRESS ANY KEY**

*\*See Instructions and images (page 13) for attaching mini cradle to IV pole, inserting pump into mini*



# S

## Saline

1. **Unlock clamp(s)** on your IV catheter if you have one
2. Remove syringe wrapper
3. **SANITIZE hands**
4. Scrub IV clave with alcohol pad
5. Pop seal
6. Remove Cap
7. Remove air bubble
8. Push and twist syringe into IV clave
9. Flush – Push/Pause
10. Hold base of IV clave and twist off syringe

**Alcohol**  
Scrub 20 Seconds

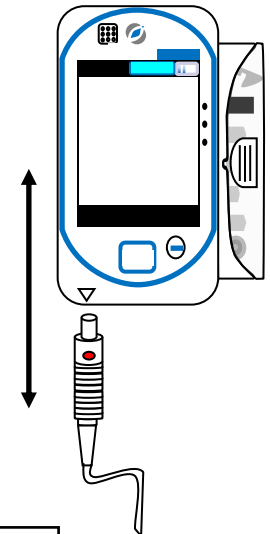


# A

## Administer Med

1. Scrub IV clave with alcohol pad
2. Remove protective cover from IV tubing
3. Push and twist medication tubing into IV clave
4. Pump displays 'start' screen  
-Press **'Start'**
5. Green light flashes, infusion is running
6. Medication will run over \_\_\_\_\_ hrs
7. Charge pump battery with AC Adapter

**Alcohol**  
Scrub 20 Seconds



## Caring for your IV Catheter

1. It is perfectly ok for you to perform daily activities with an IV Catheter. This allows good blood flow around the catheter and decreases problems from occurring.  
**PICC lines- avoid repetitive motions and lifting greater than 10 lbs.**
2. The IV Catheter should be covered with a clean, dry dressing at all times. To further secure the IV Catheter, use the stretch gauze provided to you by NELC.
3. You may shower.
  - Cover the IV catheter dressing with a clean paper towel.
  - Wrap with plastic wrap.
  - Tape the top and bottom of the plastic wrap – not too tightly.
4. A small red bump may develop at the site where your catheter was inserted. This is normal. However, you should feel no pain or see any drainage after the initial bandage has been changed by your nurse. A nurse changes the extension set, IV clave and dressing weekly.
5. If any of the below symptoms occur, call your nurse:
  - Excessive bleeding or drainage.
  - Redness or swelling.
  - Pain, soreness or swelling of the arm.
  - Chest pain or discomfort while your IV catheter is in.
  - Catheter movement, either IN or OUT.
  - Fever over 101 degrees.
6. If you encounter a leak or break in your IV catheter:
  - Apply a clamp above the break or leak.
  - Tape the catheter to your arm.
  - Call your nurse.

## Caring for your Port-a-Cath

Caring for a Port-a-Cath. Follow the steps listed to the left on “Caring for your IV Catheter,” with the following differences:

1. When the Port is accessed (needle in place):
  - The dressing secures the IV needle. Stretch gauze or an ace bandage is not needed.
  - The port needle is changed weekly by your nurse.

When the Port is NOT accessed:

  - Protect the site area from injury.
2. When taking a shower:
  - Cover paper towel and entire dressing with plastic wrap.
  - Tape all sides of plastic wrap – to avoid any water leaks.
3. When the Port is NOT being used regularly for infusions or blood draws: A nurse must access and flush the Port monthly to maintain patency



**MA: 1-866-278-6358**

**NH: 1-800-338-8022**

**ME: 1-800-439-7969**