



# INSTRUCTIONAL CHECKLIST:

## Electronic Pump Blinicyto Bag Change

*For additional education please contact your agency for assistance*

### Four Components for Performing Infusions:

Practice good hand-washing **1**    Prepare supplies **2**    Disconnect old bag **3**    Connect and start new bag **4**

Medication(s) to infuse:

---

---

---

Home Infusion Nurse (name, #):

---

---

---

Home Infusion Pharmacist (name, #):

Practice good  
hand-washing

Always wash hands  
when instructed

Soap and water  
preferred

Hand sanitizer  
(optional)

Wash for a full 20  
seconds or rub until dry

### STEP 1: PRACTICE GOOD HAND-WASHING

- Always remember to **WASH YOUR HANDS** for a full 20 seconds when instructed.
  - ❖ Soap and water is always preferred. If soap and water are not available, hand sanitizer is acceptable.
  - ❖ Make it a habit to wet your hands, apply soap, and lather for 20 seconds (hum the Happy Birthday song twice).
  - ❖ If using hand sanitizer, rub a dime-sized amount between your hands until dry. Never wave or blow on your hands to speed up drying.
  - ❖ Remember, if using gloves, you must still wash your hands when instructed.
  - ❖ Washing your hands helps reduce your chances of infection.

Prepare  
supplies

Clean  
Workspce

**WASH  
HANDS**

Check your  
Medication

**WASH  
HANDS**

Gather &  
arrange  
supplies

**WASH  
HANDS**

Prepare the  
pump

### STEP 2: PREPARE SUPPLIES

- Note the time your infusion began to be sure you know when the bag will require changing: \_\_\_\_\_ hours/days
  - ❖ The pump will alarm when there is approximately 5 mL of fluid remaining in the pump. When the pump beeps, select "Acknowledge" to clear the alarm and complete the infusion.
  - ❖ Note: The term "your" may also refer to "your child" throughout this document.
- Locate a clean dry work space. Clean your workspace and SASH mat with cleaning solution (alcohol/disinfectant product) and paper towels.

**WASH YOUR HANDS.**

- ❖ Soap and water are preferred, hand sanitizer optional if soap and water are not available.
- ❖ Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.

Locate a new bag of medication and your orders. Double-check your medication to confirm the following information before the infusion:

- ❖ Medication has my name and date of birth.
- ❖ Medication name is correct.
- ❖ Medication dose is correct.
- ❖ Medication is not expired.
- ❖ *If any of this information is incorrect, stop and call your home infusion pharmacist immediately.*

**WASH YOUR HANDS.**

- ❖ Soap and water are preferred, hand sanitizer optional if soap and water are not available.
- ❖ Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.

Gather the following supplies and place on your workspace (do not put on top of your SASH mat yet):

- ❖ **4–5** alcohol pads (to clean your supplies and hub (IV line tip))
- ❖ **2** Sets of Gloves (for your protection)
- ❖ **1** Chemotherapy Gown (for your protection)
- ❖ **1** Hazard Zip Bag (for gloves and gown post use)
- ❖ **1** Large Hazard Bag (for long term storage - reusable)
- ❖ **1** new bag of medication with tubing attached (should have already collected)
- ❖ **1** Chemo sharps container or trash bag

Arrange your alcohol pads, wrapped prefilled syringes, medication bag and dial-a-flow tubing above your SASH mat in their respective location. Do not place any of these items on top of your SASH mat yet.

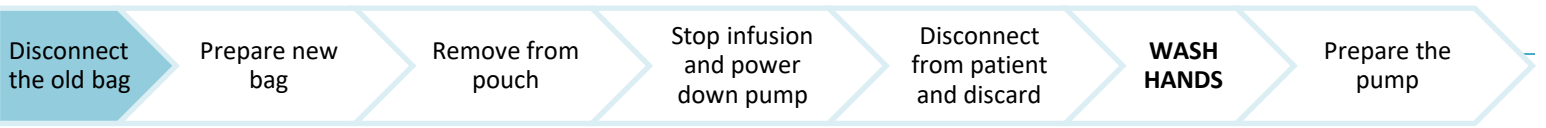
- ❖ “S” = Saline
- ❖ “A” = Administer or Antibiotic (includes your prefilled medication syringe)
- ❖ “S” = Saline
- ❖ “H” = Heparin

**WASH YOUR HANDS.**

- ❖ Soap and water are preferred, hand sanitizer optional if soap and water are not available.
- ❖ Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.

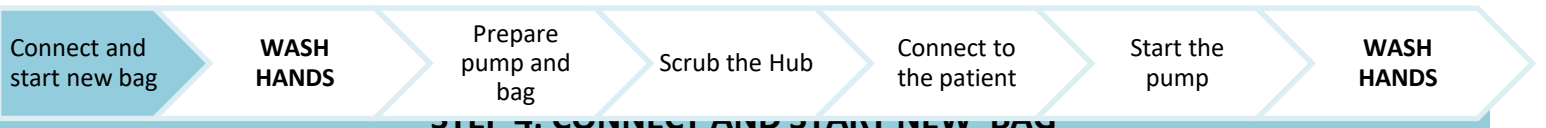
Put on PPE (Personal Protective Equipment):

- ❖ Chemotherapy gown should fit to cover all areas appropriately. Secure the ties. A family member can assist with securing all ties.
- ❖ Put on both sets of gloves one after the other. The inner gloves should fit under the gown sleeve. The outer sleeve should fit over the gown cuffs to cover the gown sleeve.



### STEP 3: DISCONNECT THE OLD BAG

- Remove the pump and old bag of medication from the pouch and place on the work surface.
- Stop the pump by hitting the Red/Green Stop/Start button on the device. Select YES when asked “Stop Pump”. Turn the pump off by pressing and holding down the Power Switch on the side of the pump.
- Next, you need to disconnect your medication tubing (attached to your medication bag) from your IV line. Grasp the needleless connector (hub) of your IV line with one hand while using your other hand to unscrew the medication tubing. Do this until it is disconnected from the hub. Do not remove the hub from your IV line.
  - ❖ The needleless connector is also known as the hub. It is located at the tip of your IV line. The hub protects your IV line from bacteria.
  - ❖ Do not remove the hub from your IV line.
- Remove the used cassette and discard.
  - ❖ Make sure the clamp is closed on the tubing.
  - ❖ Pull the arm of the latch located on the side of the pump down until the cassette detaches from the pump.
  - ❖ Discard of the used cassette and bag in the chemotherapy sharps container or trash bag (RN will provide instructions on which option to use).



### STEP 4: CONNECT AND START NEW BAG

- WASH YOUR HANDS.**
  - ❖ Soap and water are preferred, hand sanitizer optional if soap and water are not available.
  - ❖ Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.
- Open the new bag of medication and remove all the paper tape from the tubing. Place aside for use in a moment.
- Load the pump with a new medication cassette and bag:
  - ❖ First, it is important to inspect the bag, tubing, and cassette for any pockets of air that may unnecessarily cause your pump to alarm. Inspect the bag to be certain all air has been removed. Inspect the cassette, specifically the tubing running through the cassette. Air may become trapped where the tubing is secured to the cassette preventing your infusion from running. With your finger, flick the cassette and tubing until you see the trapped air move towards the end of the tubing that will be attached to your vascular access device.
  - ❖ Power the pump on by pressing and holding the Power Switch located on the side of the pump until the display powers on.
  - ❖ Make sure the cassette latch is unlocked and in the down position.

- ❖ Insert the cassette hooks into the hinge pins on the bottom of the pump, then swing the cassette to the latch position to attach the pump and cassette together.
- ❖ Sit the pump upright on a firm surface and press down on the latch side to be sure the cassette fits tightly against the pump. Lift the latch handle to the closed position. If resistance is felt, the cassette is not properly attached. You will need to unlatch and attempt the process again.
- ❖ Visually be sure the top of the cassette lines up evenly with the bottom of the pump. There should not be any gaps in between the pump and cassette. A message will briefly appear on the screen verifying the type of cassette that was attached.

Open the slide clamp on the medication tubing.

‘Scrub the hub’ of your IV line with a NEW alcohol pad for at least 15 seconds.

- ❖ Use the second alcohol pad above your SASH mat (the one before the “A”).
- ❖ Once you have cleaned the hub, hold the hub with two fingers. Keep the hub from touching anything else.
- ❖ If your hub touches anything, **wash your hands** and scrub the hub again with a new alcohol pad.

Connect your medication tubing to the hub of your IV line by doing the following:

- ❖ Hold the hub in one hand. Find the end of the medication tubing. Remove the medication tubing cap.
- ❖ Connect the medication tubing to the hub of your IV line. Use the same “push and twist” motion as before.

Check your settings and start the infusion.

- ❖ If prompted select New Bag.
- ❖ You will not need to prime the tubing so select NO when prompted on the screen.
- ❖ “Review Pump Settings” will appear on the screen. Press the right soft key “Review”.
- ❖ Press the up or down arrows to scroll through the settings. If the highlighted setting is correct as compared to your orders, press “Accept Value”. If you find a setting to not match your orders or the medication, stop the review and contact your home infusion team immediately.
- ❖ When the review is complete, select “Next”.
- ❖ When “Start Pump” appears, select “Yes. You will note the green “Running” message will appear to confirm the infusion has begun.

Place the pump back in your carrier pouch.

Remove PPE (Personal Protective Equipment):

- ❖ Remove your gown first. As you take the gown off, fold the outside inward to keep the inside of the gown on the outside. Be careful not to ruffle the gown. Ruffling the gown may cause chemo particles to get into the air, where someone could breathe them in. Place the rolled-up gown inside the clear hazard bag.
- ❖ Remove the gloves. Peel the gloves inside out as you remove them. Place the gloves inside the clear hazard bag and close the bag.
- ❖ Place the closed clear plastic bag into the larger hazard bag and close the hazard bag using the zip tie. Keep the large hazard bag stored in a low-traffic, out of the way area, like a closet, garage, or shed. Keep it out of reach of children.

**WASH YOUR HANDS.**

- ❖ Soap and water are preferred, hand sanitizer optional if soap and water are not available.
- ❖ Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.

If your pump alarms with Air in Line:

- ❖ Check your tubing for any bubbles, even tiny ones that you would see in a freshly opened soda.
- ❖ Flick the tubing with your finger to get rid of the bubbles
- ❖ If you see large bubbles filling the tubing, stop and call your infusion home care company.

If your pump alarms with Upstream or Downstream Occlusions:

- ❖ Check the tubing of the medication for kinks
- ❖ You can also move your arm or neck to fix blockages in the IV line
- ❖ If the alarm continues, call your infusion home care company.

## Make a habit to:

- Find a **CLEAN WORKSPACE** to perform infusions and store supplies.
- WASH YOUR HANDS** for at LEAST 20 seconds.
  - ❖ Soap and water preferred (use hand sanitizer if soap or water are unavailable).
  - ❖ Hum the Happy Birthday song twice.
- CHECK YOUR MEDICATION** to confirm:
  - ❖ Your name and date of birth AND the dose, expiration date and medication name.
- REMOVE YOUR MEDICATION** from the refrigerator 3-4 hours BEFORE the infusion.
- DO NOT FLUSH YOUR BLINCYTO LUMEN**
- ALARM MANAGEMENT** If the pump alarms, press SILENCE, to stop the alarm for 2 minutes. You can then select HELP, allowing the pump provide explanation of the alarm
- REPORT ANY SYMPTOMS INCLUDING FEVER 100.5 OR GREATER, HEADACHE, CONFUSION, CHANGES IN SPEECH, DISORIENTATION AND/OR COORDINATION AND BALANCE ISSUES.**

**Disclosure:** This project was funded under grant number 1K08HS025782-01 from the Agency for Healthcare Research and Quality (AHRQ), U.S. Department of Health and Human Services (HHS). The authors are solely responsible for this document's contents, findings, and conclusions, which do not necessarily represent the views of AHRQ. Readers should not interpret any statement in this report as an official position of AHRQ or of HHS. None of the authors has any affiliation or financial involvement that conflicts with the material presented in this report.