INSTRUCTIONAL CHECKLIST:
Performing Home Infusions with an Electronic Pump Device

Use this checklist to walk you through your infusions. Check with your home infusion nurse to see which steps may not apply to you.

Four Components for Performing Infusions:

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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

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**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 (hand sanitizer optional).
- 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 chance of infection.

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**STEP 2: PREPARE SUPPLIES**

☐ Note the time to start the infusion: ____________ AM  PM

☐ Note the amount of time your medication should be left at room temperature: ____________ MIN  HR  NAP

☐ Note the time to remove the medication from refrigerator (if refrigerated): ____________ AM  PM  NAP

- Remove medication from refrigerator BEFORE the infusion. Follow your medication recommendations.
Your medication will infuse at the correct rate if administered at room temperature. If administered while cold, you will feel the medication as it infuses AND the infusion may take longer.

Do NOT attempt to warm the medication by other means.

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 preferred (hand sanitizer optional).
- Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.

Clean your workspace and SASH mat with cleaning solution (alcohol/Chlorox wipes or Lysol and paper towels).

- Try to select a dry, hard work surface to set up your medication and supplies.

WASH YOUR HANDS.

- Soap and water preferred (hand sanitizer optional).
- 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 wipes (to clean your supplies and hub (IV line tip))
- 2 prefilled saline syringes (to clear your IV line and remove any leftover medication)
- 1 prefilled heparin syringe (to clear your IV line and prevent blockage; your nurse will tell you if you need it)
- 1 medication bag with attached IV tubing (at room temperature)
- Medication orders (to check your pump settings)
- 1 electronic pump (to facilitate your infusion; use the electronic pump provided to you)
- Carrier pouch (to place and carry your pump during your infusions)

Arrange your alcohol wipes, wrapped prefilled syringes and medication bag with attached 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 medication bag and attached tubing)
- “S” = Saline
- “H” = Heparin

WASH YOUR HANDS.

- Soap and water preferred (hand sanitizer optional).
- Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.

Unwrap both saline syringes and the heparin syringe (if prescribed). Place the unwrapped prefilled syringes in the correct location on top of your SASH mat.

Check the unwrapped syringes for any air bubbles. If there are air bubbles, do the following:

- Remove the protective cap from the syringe and place the cap flat-side down on your SASH mat.
- Hold the syringe with the end up and plunger at the bottom.
- Pull back on the syringe plunger slightly to break the seal. You will be able to see the air bubble in the syringe.
- Slowly push the plunger up to let the air bubble out.
- Once the air is removed, pick up the protective cap from the table and put the cap back on the end of the syringe. Place the syringe back in its respective location on the SASH mat. Repeat for the other syringes.

☐ Remove your medication bag with attached tubing from the plastic wrapping. Place the unwrapped medication bag with attached tubing in the correct location (“A”) on top of your SASH mat.

☐ If your pump is ready for a bag change and is still infusing, push the “Stop” button to stop the infusion. Now that your pump is no longer infusing, hold the “Power” button down until the pump turns off.

☐ Remove your pump and empty medication bag from the carrying pouch. Place the pump on your work surface.

☐ Next, you need to disconnect your medication tubing (attached to your medication bag) from your IV line. Grasp the end cap (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 end cap is also known as the hub. It is located at the tip of your IV line. The hub protects your IV line from bacteria.

☐ Remove the disconnected medication tubing and medication bag from the pump by opening the pump door and lifting the latch (unloading the pump). Lift the tubing from the pump. Throw it in the trash.

☐ WASH YOUR HANDS.
   - Soap and water preferred (hand sanitizer optional).
   - Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.

☐ Load the pump with a new medication bag with attached tubing:
   - Place your new medication bag with attached tubing next to the pump.
   - On the medication tubing, find the section of tubing with the black plastic piece. It looks like a LEGO piece.
   - Line up the medication tubing with the pump. Slide the black piece (with the smooth side facing up) into the channel.
   - Close the pump door and shut the latch.

☐ Open the slide clamp on the medication tubing.

☐ Power the pump back on by pressing the power button and select your program/check program settings.
   - The pump make a beeping sound as it performs a self-check.
   - The pump screen will then ask you if you want to REPEAT or RESUME. Press REPEAT.
   - Make sure the settings on the pump screen match the settings on your medication order form.
   - Follow the directions to scroll through the pump screen.

☐ Sit down to prepare your IV line.
STEP 3: PREPARE IV LINE

☐ WASH YOUR HANDS.
   ❖ Soap and water preferred (hand sanitizer optional).
   ❖ Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.

☐ ‘Scrub the hub.’ Clean the end cap (hub) by wrapping the alcohol square over and around the sides for at least 15 seconds.
   ❖ Use the first alcohol wipe above your SASH mat (the one before the first “S”).
   ❖ 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 square.

☐ Flush your IV line with saline (“pulse flush”):
   ❖ Hold the hub in one hand. Grasp the saline syringe on the first “S” of your SASH mat with your other hand.
   ❖ Remove the protective cover on the saline syringe. Screw the syringe onto the hub using a “push and twist” motion. It’s like putting a key into an ignition.
   ❖ Once the syringe is connected to the hub, open the clamp on your IV line and slowly push 1 to 2 mL of saline at a time. Stop and push 1 to 2 mL more. Repeat this “pulse flush” until the saline syringe is empty. Flushing this way each time helps keep your IV line from getting clogged.
   ❖ If you have trouble flushing your IV line, double check to make sure the clamp on your IV line is open. If your clamp is open and you are still having trouble, stop and call your home infusion nurse.

☐ Remove the empty saline syringe from your IV line. Throw it away. Do not remove the hub from your IV line.

☐ Before connecting your medication tubing to the hub of your IV line, double-check the three questions found across the top of your SASH mat.
   1. Did you check the prescription?
   2. Did you check the expiration or “Do Not Use After” date?
   3. Did you wash your hands?

☐ WASH YOUR HANDS.
   ❖ Soap and water preferred (hand sanitizer optional).
   ❖ Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.

☐ ‘Scrub the hub’ of your IV line with a NEW alcohol square for at least 15 seconds.
   ❖ Use the second alcohol wipe 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 square.

☐ 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.
STEP 4: START AND STOP INFUSION

☐ Before starting the infusion, check the clamps on your IV line and medication tubing. Make sure they are all open.

☐ Press the “Start” or “Ok” button on your pump to start the infusion. You will see the drip picture on the pump screen and a blinking green light on the face of the pump.
   - If your pump alarms, read the message on the pump screen. Check the clamps to make sure they are all open. Check the medication tubing and IV line tubing for kinks.
   - If these steps don’t work and the pump still alarms, stop and call your home infusion nurse immediately.

☐ Place the pump back in your carrier pouch. Go on with your day!

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 BEFORE the infusion.

☐ FOLLOW THE SASH PROTOCOL:
   - Saline flush → Administer medication → Saline flush → Heparin flush

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