



# INSTRUCTIONAL CHECKLIST:

## Titrate Up and Go – How To Discontinue Your IVIG Infusion

[https://www.youtube.com/watch?time\\_continue=2&v=0im2OWCjM\\_g&feature=emb\\_logo](https://www.youtube.com/watch?time_continue=2&v=0im2OWCjM_g&feature=emb_logo)

For additional education please contact your agency for assistance

### Four Steps for Performing Infusions:

Practice good hand-washing **1** Prepare supplies **2** Disconnect and flush **3** Discontinue the IV **4**

Medication infused:

\_\_\_\_\_  
\_\_\_\_\_

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.
  - ❖ Soap and water is always preferred. If soap and water area 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 you are using gloves, you must still wash your hands.
  - ❖ Washing your hands helps reduce your chance of infection.

Prepare supplies

Assess device

**WASH HANDS**

Gather supplies

**WASH HANDS**

Arrange supplies

**WASH HANDS**

### STEP 2: PREPARE SUPPLIES

- Your infusion has been titrated to the maximum rate by your nurse. If the pump has alarmed as a result of the program completing or the infusion bag/bottle running dry, you should follow the steps below. If your infusion is alarming for another reason, you should hit the STOP button and contact your nurse. Press the On/OFF button and hold it in until the pump beeps and powers off.
- WASH YOUR HANDS.**
  - ❖ Soap and water are preferred, hand sanitizer is 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.

- Clean your workspace using a cleaning solution (alcohol/sanitizing wipes or Lysol + paper towels).

- ❖ Select a dry, hard work surface to set up your supplies.

- WASH YOUR HANDS.**

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

- Collect supplies:

- ❖ 1 Alcohol Pad (to clean your end cap)
- ❖ 1 Saline Syringe (to clear your IV line and remove any leftover medication)
- ❖ 1 2X2 gauze and a band aid if desired
- ❖ 1 Trash bag

- Arrange your alcohol pad, wrapped syringes, and gauze **above** your SASH mat. You are at the last S and will not need the H to complete the administration. Do not place any of these items on top of your SASH mat yet. Keep the plastic bag close for trash disposal.

- ❖ "S" = Saline
- ❖ "A" = Administer or Antibiotic (includes your medication bag, gravity tubing and red cap)
- ❖ "S" = Saline
- ❖ "H" = Heparin

- Prepare your supplies by unwrapping the saline syringe and setting aside. Check the unwrapped syringes for any air bubbles. If there are air bubbles follow the steps below.

- ❖ Remove the protective cap from the syringe and discard.
- ❖ 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 to let the air bubble out.
- ❖ Once the air is removed, set aside.

Disconnect and flush

**WASH HANDS**

Disconnect tubing

**WASH HANDS**

Scrub the Hub

Pulsatile flush

### STEP 3: DISCONNECT AND FLUSH

- WASH YOUR HANDS.**

- ❖ Soap and water are preferred, hand sanitizer is 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.

- Stop the pump and disconnect.

- ❖ When the pump alarms indicating the infusion has completed, 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.
- ❖ You will now disconnect your completed infusion from your IV line. Take the blue 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 end cap from the hub of your IV line.

- ❖ Disconnect the pump tubing from your vascular access device by grasping the end of the tubing with one hand and be sure to hold the blue end cap of your IV and not the tubing. Unscrew the tubing careful to not remove the blue end cap from the hub of the vascular access device tubing.

Remove the used cassette and discard.

- ❖ Make sure the clamp is closed on the tubing.
- ❖ If the cassette is locked, Insert the pump key into the key slot located on the side of the pump and turn counter clockwise into the unlocked position. Your cassette may not be locked and if not that is ok.
- ❖ Push down on the latch located on the side of the pump until the cassette detaches from the pump.
- ❖ Discard of the used cassette and bag in the trash bag.

**WASH YOUR HANDS.**

- ❖ Soap and water are preferred, hand sanitizer is 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.

'Scrub the hub' of your IV line with an alcohol pad for at least 15 seconds.

- ❖ Use an alcohol pad to scrub the end of the IV tubing.
- ❖ 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.

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, 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.

**WASH YOUR HANDS.**

- ❖ Soap and water are preferred, hand sanitizer is 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.

Discontinue the IV

Remove the dressing

Slowly remove the IV

Apply pressure

Place bandaid

**WASH HANDS**

## STEP 4: DISCONTINUE THE IV

- You will remove the peripheral vascular access device only if you have been directed to by your nurse. If you are unsure, do not remove the IV without contacting your IV company.
- Slowly peel back the tape from the IV line careful to not remove the IV with the tape/dressing. Discard in the trash.

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- Remove the catheter:
    - ❖ Open the gauze and remove it from the packaging.
    - ❖ Grasp the catheter by the hub and slowly but firmly pull the catheter away from the patient.
    - ❖ As you remove the catheter use the gauze to apply pressure to the insertion site. Hold pressure for a minute and check for ongoing bleeding. Hold pressure until bleeding has stopped.
    - ❖ Place Band-Aid if desired over the insertion site.

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**WASH YOUR HANDS.**

- ❖ Soap and water are preferred, hand sanitizer is 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.

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- Congratulations! You have successfully disconnected and removed your vascular access device.
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**Make a habit to:**

- 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.
- Contact your care team in the event you are not sure if the IV is to be removed.
- Always be sure that your medication has finished infusing by checking to see what is left in the container. Call your nurse if you have questions.
- Don't forget if you begin to feel itching, notice swelling, or other symptoms, call 911 and administer your EPI Pen as instructed.

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