



INSTRUCTIONAL CHECKLIST:

Changing the Medication Bag of Your Patient Controlled Analgesic (PCA) Infusion

https://www.youtube.com/watch?time_continue=3&v=0im2OWCjMg&feature=emb_logo

For additional education please contact your agency for assistance

Four Components for Performing Infusions:

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

Medication(s) to infuse:

Home Infusion Nurse (name, #):

Home Infusion Pharmacist (name, #):

Managing the Medication

You will always have a backup bag of medication available just in case it is needed. If you hook up the back-up bag, call your pharmacist and let them know so a replacement bag can be delivered. Store your medication bag at room temperature unless otherwise instructed by your team. If infusing through a subcutaneous needle, the needle should be changed every 3 to 5 days and inserted in about 2 inches of fatty tissue.

Managing your Pump and Vascular Device

It is important your pump maintains a battery charge. Pain builds on itself and the worse pain gets, the harder it becomes to control. It is important you are not disconnected from your pain medication for extended periods of time. Charge your pump during daylight hours. DO NOT charge overnight due to a risk of falls. Your nurse will show you how to monitor the battery life of your pump. If your pump has a button cord attached, this button is used for you to administer a dose of medication. Your pump is set to prevent you from receiving too much medication. It should be programmed to administer just the right amount of medication.

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

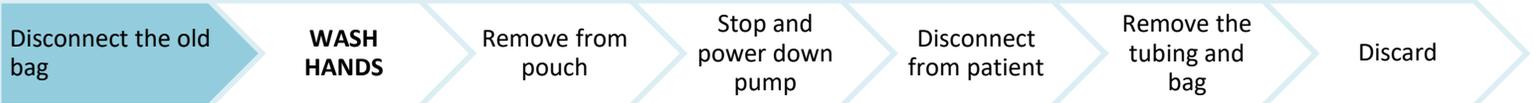
- Always remember to **WASH YOUR HANDS** for a full 20 seconds when instructed.
 - ❖ Soap and water are preferred, hand sanitizer is optional if soap and water are not available.
 - ❖ Make it a habit to wet your hands, apply soap, and lather for 20 seconds (hum the Happy Birthday song twice).
 - ❖ If 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.

STEP 2: PREPARE SUPPLIES

- Note the date and time your infusion began to better predict when you bag will need to be changed.
_____ Follow the instructions provided by your nurse to review the pump settings.
- Locate a clean dry work space. Clean your workspace and SASH mat with cleaning solution (alcohol/Clorox 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 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.
- 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 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):
 - ❖ 1–2 alcohol pads (to clean your supplies and hub (IV line tip))
 - ❖ 1 new bag of medication already with tubing attached (should have with you from above)
 - ❖ 1 Heparin syringe (may be a saline syringe depending on the flushing protocol if an unused lumen exists)
 - ❖ 1 small 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.
- Arrange your alcohol pads, wrapped prefilled syringes, medication bag and tubing above your SASH mat in their respective location. Do not place any of these items on top of your SASH mat yet. Please keep in mind you will not flush your infusing lumen at any time.
 - ❖ “S” = Saline
 - ❖ “A” = Administer or Antibiotic (includes your prefilled medication syringe)
 - ❖ “S” = Saline
 - ❖ “H” = Heparin
- Unwrap the heparin syringes (if prescribed – if not, saline may be the flush of choice, check with your nurse or pharmacist). 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 spot on the SASH mat. Repeat for the other syringes.

- Open the new bag of medication and remove paper tape from the tubing. Place aside for use in a moment.



STEP 3: DISCONNECT THE OLD BAG

- WASH YOUR HANDS.**

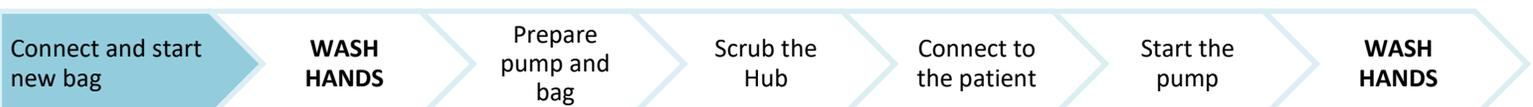
- ❖ Soap and water are preferred, hand sanitizer is optional if soap and water are not available.
- ❖ Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.

- Remove the pump from the pouch and check the bag volume. Stop the pump by hitting the **Red Stop Button** on the device. Turn the pump off by hitting the **grey On/Off Button** until the black bar crosses the screen.

- 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.
- ❖ Do not remove the hub from your IV line.

- 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.



STEP 4: CONNECT AND START NEW 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.

- 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.

- '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.
- 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. Place back in carrying case with the bag of medication.
- 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.' The unused lumen -- Clean the end cap (hub) by wrapping the alcohol pad over and around the sides for at least 15 seconds.
 - ❖ Use the first alcohol pad 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 pad.
- Flush your unused lumen with saline ("pulse flush") Disconnect and discard in trash when done:
 - ❖ 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.
 - ❖ If ordered, you may flush the lumen with Heparin instead of saline.
- 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.

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.
 - DO NOT FLUSH THE USED LUMEN.**
 - FLUSH YOUR UNUSED LUMEN AS DIRECTED WITH SALINE (HEPARIN CAN BE USED IF ORDERED BY THE PROVIDER).**
 - REPORT ANY SYMPTOMS INCLUDING FEVER 100.5 OR GREATER, HEADACHE, CONFUSION, CHANGES IN SPEECH, DISORIENTATION AND/OR COORDINATION AND BALANCE ISSUES.**
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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.