



INSTRUCTIONAL CHECKLIST:

Performing Home Infusions with an Electronic Pump Device

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** Prepare drug & IV line **3** Start and stop infusion **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 chance of infection.

Prepare supplies

Remove medication from fridge

WASH HANDS

Clean workspace

WASH HANDS

Gather & arrange supplies

WASH HANDS

Prepare the pump

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
- Remove your medication from the fridge if refrigerated and 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.

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 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** prefilled saline syringes (to clear your IV line and remove any left-over 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)
- ❖ **1** Medication orders (to check your pump settings)
- ❖ **1** electronic pump (to facilitate your infusion; use the electronic pump provided to you)
- ❖ **1** Carrier pouch (to place and carry your pump during your infusions)
- ❖ **1** Small Trash bag

Arrange your alcohol pads, 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 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.

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.

Arrange your alcohol pads, syringes, and medication **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 (your eclipse ball)
- ❖ “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.

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.

Completing the current bag of medication and discard if necessary:

- ❖ If your pump is ready for a bag change and it is still infusing, you should allow the infusion to complete unless instructed otherwise by your nurse or pharmacist. If the infusion is alarming or 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.
- ❖ Remove your pump and empty medication bag from the carrying pouch if necessary. Place the pump on your work surface.
- ❖ 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.

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.

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



STEP 3: PREPARE DRUG & IV LINE

Load the pump with a new medication cassette and bag:

- ❖ 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.

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.

'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 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 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.

WASH YOUR HANDS.

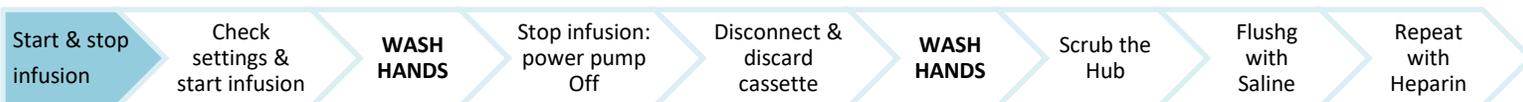
- ❖ Soap and water are preferred, hand sanitizer optional if soap and water are not available.
- ❖ Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.

'Scrub the hub' of your IV line with a NEW alcohol square 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 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

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. Go on with your day!

When the infusion has completed, Remove the pump and old bag of medication from the pouch and place on the work surface.

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.

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 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 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 chemotherapy sharps container or trash bag (RN will provide instructions on which option to use).

WASH YOUR HANDS.

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

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- ❖ If your hub touches anything, **wash your hands** and scrub the hub again with a new alcohol square.

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- ❖ 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.

Repeat the scrub the hub and flush with a Heparin syringe if indicated (your nurse will provide you with proper flushing solutions)

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.

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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