



INSTRUCTIONAL CHECKLIST:

Access Your Port, Flush Your Port, De-access Your Port

https://www.youtube.com/watch?v=cxqjWVHptGE&feature=emb_logo

For additional education please contact your agency for assistance

Four Steps for Performing this Skill:

Practice good hand-washing **1** Prepare supplies and workspace **2** Obtain access **3** De-access your port **4**

Needle Type and Gauge:

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 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 you are using gloves, you must still wash your hands.
 - ❖ Washing your hands helps reduce your chance of infection.

Prepare supplies and workspace

Locate workspace

WASH HANDS

Gather supplies

WASH HANDS

Put on PPE

Prime the needle

STEP 2: PREPARE SUPPLIES & WORKSPACE

- Locate a dry, hard, work area and clean it with cleaning solution (alcohol sanitizing wipes or Lysol + paper towels).
- 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.

- You will only be administering a normal saline flush syringe. Review the orders to and make note of the date you flush the implanted port.

- ❖ Today's date is _____

- 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.

- Gather the following supplies and place on your workspace:

- ❖ 1 Central line dressing change kit (to clean and prepare the site)
 - ❖ 1 normal saline syringes (to reconstitute your medication)
 - ❖ 2 alcohol pads (to scrub the hub)
 - ❖ 1 Huber needle (to access the vial of medication)
 - ❖ 1 Sharps container
 - ❖ 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.

- Prepare supplies:

- ❖ Open the central line dressing change kit careful not to touch any component inside the kit. Grasp the kit with both hands. With your dominant hand, hold the kit firm while peeling back the top covering with your non-dominant hand. If you do contaminate the kit, discard and start with a fresh kit.
 - ❖ On top of the items contained inside are 2 face masks. Reach into the kit carefully and remove the face masks not touching any other items. Don your face mask and have the patient don as well.
 - ❖ Remove the gloves and the sterile drape from the kit. Open the sterile drape and place in your workspace to best facilitate access to the kit's supply items. Place the gloves close by for donning momentarily.
 - ❖ Place the kit on top of the sterile drape.

- Prepare flush:

- ❖ Remove the plastic wrapping from the saline syringe.
 - ❖ Check the unwrapped syringe 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 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 on the sterile drape next to the central line kit.

- Attach the flush to your needle:

- ❖ Open the needle container and dump the needle onto the top of your dressing change kit onto the sterile field.
 - ❖ With one clean hand, grasp the hub of the needle with one hand and your saline syringe with the other.
 - ❖ Be careful not to touch any other part of the needle or other items in the sterile field
 - ❖ Attach the syringe to the needle's tubing by screwing them together.
 - ❖ Allow the syringe and hub to drape outside of the sterile field while your needle remains within the sterile field.

- 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.



STEP 3: OBTAIN ACCESS

Palpate the device:

- ❖ Expose the implanted port site being sure to remove any clothing or jewelry that might get in the way during the sterile procedure.
- ❖ Gently palpate the device paying attention to the edges. When placing the needle, the goal will be to insert directly in the center of the device.

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.

Put on sterile gloves:

- ❖ Locate the sterile glove packages and place the internal package on a flat clean surface.
- ❖ Open the packaging to expose two sterile gloves.
- ❖ Pick up the first glove by the folded over cuff as to not contaminate the outside of the glove.
- ❖ Insert your hand into the opening and pull the glove back over your fingers and hand. Do not touch the outside of the glove. If you do, obtain a new set and start over.
- ❖ With the hand that has the sterile glove on it, insert your fingers in between the folded over cuff and the outside of the glove as to not contaminate the glove on your hand.
- ❖ Insert your hand into the second glove and use the first hand to carefully pull the glove back over your fingers.

Insert the needle:

- ❖ Lift the Huber needle out of the sterile kit and remove the clear protective cover on the needle.
- ❖ With your non-dominant hand stabilize the port grasping the edges carefully.
- ❖ With the dominant hand grasping the needle, access the port by firmly pushing the needle through the center of the port unit you feel it hit the bottom of the port.
- ❖ Grasp the saline syringe and slowly push on the plunger to be sure the device flushes with 1ml only.
- ❖ Draw back slowly until you note red flash back of blood. If no blood return, be sure all clamps are disengaged.
- ❖ If you are still not able to obtain blood return, you can make one more attempt with a different needle. Do not stick with the same needle more than once (prepare then needle as you did the first and use a new pair of sterile gloves).

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.

STEP 4: DE-ACCESS PORT Remove the needle.

- ❖ Carefully grasp the needle and slowly pull it back out of the port.
- ❖ Apply pressure with a gauze for 60 seconds or until the bleeding stops.
- ❖ Dispose of the needle in the sharp container.

 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.

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.