

Patient Name: \_\_\_\_\_

**Goal: Patient / Caregiver will demonstrate proper preparation and administration of prescribed therapy.**

Dr. \_\_\_\_\_ has prescribed the following medication(s) for you  
(med/dose/route/frequency):

\_\_\_\_\_

\_\_\_\_\_

**TO PREPARE / CONNECT THE MEDICATION:**

1. **Clean** a well-lit area for preparation of the medication(s).
2. **Wash hands** with soap and water. Dry with paper towels or clean towel.
3. **Gather** the following **supplies**:

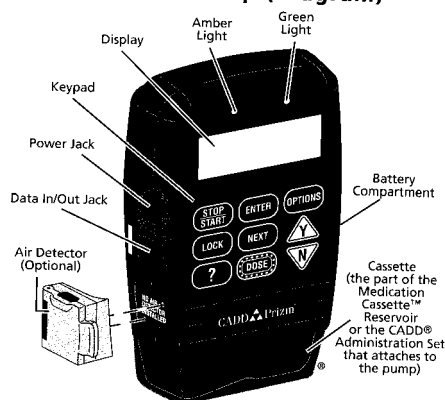
**1 - IV medication bag / cassette w/  
attached tubing at room  
temperature**

\_\_\_\_ **Normal Saline Flush Syringe(s)**

**Coin to unlock cassette**

- CADD Prizm Pump**
- 9 Volt battery (change as directed)**
- Alcohol Wipes**
- Non-Sterile Gloves (as directed)**
- Sharps Disposal Container**
- Wastebasket**

**CADD-Prizm® Pump (Diagram)**



4. **Inspect** IV Medication bag / cassette label for your name, drug name and the expiration date. If any are incorrect, contact the NELC pharmacist immediately.
5. **If you have been instructed to flush your IV Catheter between medication cassettes/bags, prepare** your Flush Syringes (Saline and Heparin (if prescribed)) in the following manner:
  - a. Remove the Flush syringe from the wrapper.

- b. Remove the protective cover from the end of the syringe (be careful not to touch the end of the syringe with your fingers as this would contaminate it and require you to use a new syringe).
- c. Gently pull back on the plunger of the syringe to break the internal seal.
- d. Holding the syringe with the tip pointed toward the ceiling, gently push on the plunger to expel any air until a drop of fluid shows on the tip.
- e. Replace the protective cover on the end of the syringe. Set aside until ready to use.
- f. Repeat procedure for each flush syringe.

6. **Stop the pump:**

- a. Press the “**stop/start**” key.
- b. When you see “**stop the pump?**” Press “**Y**”

**Description of the Keys**

**STOP START** Starts and stops the pump and silences alarms.

**LOCK** Used by the clinician.

**?** The “Help” Key — explains what you see on the display.

**ENTER** Used by the clinician.

**NEXT** Advances you from one screen to the next and silences some alarms.

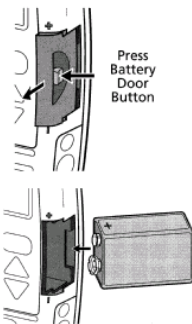
**DOSE** Lets you give yourself a dose of medication, if allowed.

**OPTIONS** Used by the clinician.

**Y** Lets you answer yes to a question on the pump’s display.

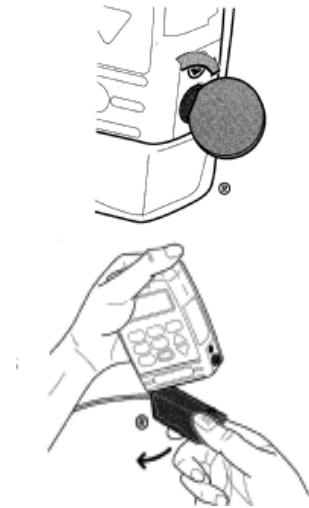
**N** Lets you answer no to a question on the pump’s display.

7. **Install new battery**  
 Pump will complete a “power up sequence of self testing”. When finished, “**Power Up Successful**” will appear on the screen & 6 beeps will sound.



- 7. Close the clamp on the old Medication tubing.
- 8. If you have a clamp on your IV Catheter, clamp it at this time.
- 9. Disconnect the used medication cassette/bag from the IV catheter by unscrewing the tubing from the injection site on the end of the catheter.

10. Remove the used medication cassette/bag from the pump:
  - a. Insert coin and turn the lock **clockwise** one-quarter turn.
  - b. Remove the cassette/reservoir adapter from the pump.
  - c. Discard the entire unit in the trash.



11. **If your new medication is supplied in a bag and the tubing/reservoir adapter is connected to the bag and the air has been removed from the tubing, move on to Step # 12.**
12. **If your medication is supplied in a bag and the tubing has not been connected to the bag perform the following:**
  - a) Remove the tubing from the package. Remove the paper tape and stretch out the tubing to ensure there are no knots in it. Attach the “Anti-Siphon Valve” to the end of the tubing (remove the blue cap on the “Anti-Siphon Valve” end to tubing, then attach the red protective cap to the end of the “Anti-Siphon Valve”).
  - b) Close the clamps on the tubing.
  - c) Remove the tab from the port on the medication bag.
  - d) Remove the protective cover from the spike end of the IV tubing.
  - e) Push the spike into the port of the medication bag (you may have push and turn it in order to get it in all the way).
13. Attach the new medication cassette/bag to the pump by inserting the cassette hooks onto the hinge pins on the pump.
14. Place the pump upright on a firm, flat surface. Press down so the cassette fits tightly against the pump.
15. Insert the side of the key or a coin into the latching button, push in, and turn **counterclockwise** until the mark on the latch lines up with the solid dot. Pump screen will indicate that “**Admin Set latched**”. Press “**Next**” to continue.

16. After attaching the cassette / tubing adapter to the pump, press the “**NEXT**” button. “Do you want to reset the “**RES VOL**”? will appear. ( (This screen will only show for 30 seconds). Press “**Y**” to reset the “**Res Vol**”. **If you miss the chance (within 30 seconds) to reset the “RES VOL”, then remove the cassette / tubing adapter from the pump, wait 30 seconds then reattach it and follow the above instructions again.**
  
17. “**PRIME TUBING?**” will appear on the screen. **If the tubing has been primed by the pharmacist, press the “N” button.**  
  
**If the tubing has not been primed by the pharmacist, press the “Y” button and:**
  - d. Open all clamps on the tubing.
  - e. Press and hold the “**Y**” button until the tubing is fully primed or until priming stops.
  - f. Repeat this step until the tubing is fully primed.
  - g. When priming is finished, press “**N**” button.
  - h. Close the clamp on the Medication Tubing.
  
18. **If you have been instructed to do so, flush the IV catheter at this time:**
  - a. Cleanse the injection site on the end of your IV catheter with an alcohol wipe. Let dry.
  - b. If you have a clamp on your IV catheter unclamp it at this time. Remove the protective cap from the end of 1 Normal Saline Flush Syringe and screw it into the Injection Site on the end of the catheter by pushing and turning the syringe to the right to lock it onto the Injection Site. Slowly inject \_\_\_\_\_mls of Normal Saline. Unscrew the syringe and discard it into the trash.
  
17. Cleanse the injection site on the end of the IV catheter with an alcohol wipe and Remove the protective cover from the end of the cassette/bag tubing. Screw the end of the tubing into the injection site. Unclamp the Medication Tubing.

**TO BEGIN THE INFUSION:**

1. “**START THE PUMP?**” will appear on the screen. Press the “**Y**” button.
2. “**Starting pump...**” will appear on the screen. The pump will automatically review and display the programmed settings.
3. “**RUNNING**”, “**DOSING**” OR “**KVO**” will appear on the screen. The green light will blink, and fluid delivery will begin as programmed by your clinician.

**That’s It!!! Great Job!!!**

**POINTS TO REMEMBER:**

- The battery should be changed every \_\_\_\_\_.
- If refrigerated, remove your medication from the refrigerator 2-8 hours in advance to warm up to room temperature.
- If you are allowed to shower, and the pump will be reattached using the same medication cassette/bag, place a sterile end cap on the end of the tubing after it is disconnected from the IV catheter.
- If infusion interruption is necessary, always disconnect between actual doses to avoid missing any of your scheduled medication.
- If your bag is full at the end of your infusion time, call your nurse.

**ALARM MANAGMENT:**

Refer to the Patient Information Manual for Alarm troubleshooting.



New England  
Life Care

Home Infusion Therapy Services

**IV Medication Administration  
Using  
The CADD Prizm / Intermittent Mode**  
*(abbreviated instructions)*

**TO PREPARE / CONNECT THE MEDICATION:**

1. **Wash hands.**
2. **Gather the following supplies:**
  - 1 - IV medication bag / cassette
  - \_\_\_\_\_ Normal Saline Flush Syringe(s)
  - Coin to unlock cassette
  - CADD Prizm Pump
  - 9 Volt battery
  - Alcohol Wipes
  - Sharps Disposal Container
  - Non-Sterile Gloves (as directed)
  - Wastebasket
3. If instructed to flush your IV Catheter between Medication cassettes / bags, **prepare** your Flush Syringes.
4. **Stop the pump.**
5. Close the clamp on the old medication tubing. Close the clamp on your IV Catheter, if instructed to do so.
6. **Disconnect** the used medication cassette/bag from the IV catheter.
7. **Remove** the used medication cassette/bag from the pump.
8. If needed, connect the IV Tubing to the Medication Bag.
9. **Attach** the new medication cassette/bag to the pump and **Prime** the tubing if necessary.
10. **Reset** the Pump Program.
11. Clean the Injection Site with an alcohol wipe. Unclamp your IV Catheter, if clamped.
12. **If instructed to flush your IV Catheter with Normal Saline between medication cassettes/bags, do so at this time.**

### **BEGINNING YOUR INFUSION:**

1. Clean the Injection Site with an alcohol wipe.
2. **Connect** the IV Tubing to the Injection Site on the end of the IV Catheter.
3. Make sure all clamps on the Medication IV Tubing and your IV Catheter are open.
4. Turn the pump “**ON**”.

### **POINTS TO REMEMBER:**

- The battery should be changed every \_\_\_\_\_.
- Remove your medication from the refrigerator 2-8 hours in advance to warm up to room temperature.
- If you develop any pain or swelling or meet any resistance when trying to flush your IV catheter, do not continue. Stop and call your nurse.
- If you are allowed to shower, and the pump will be reattached using the same medication cassette/bag, place a sterile end cap on the end of the tubing after it is disconnected from the IV catheter.
- If your bag is full at the of your infusion time, call your nurse.

### **ALARM MANAGMENT:**

Refer to the Patient Information Manual for Alarm troubleshooting.