



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 THE MEDICATION:**

1. **Clean** a well lit area for preparation of the medication(s).

2. **Gather** the following **supplies:**

\_\_\_ Boxes of prescribed Factor product (at room temperature) which includes:

- \_\_\_ units factor product
- Sterile Water
- Transfer Needle
- Vented Filter Spike
- Filter Needle

\_\_\_ Sterile End Cap(s) (1 for each factor syringe)

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

Alcohol Wipes

Sharps Disposal Container

Non-Sterile Gloves

Wastebasket

3. **Wash hands** with soap and water. Dry with paper towels or clean towel.

4. **Inspect** medication label for your name, drug name and the expiration date. If any are incorrect, contact the NELC pharmacist immediately.

5. **RECONSTITUTE THE FACTOR:**

- a) Remove medication vial & supplies from each box.
- b) Remove caps from Sterile Water vial(s) and medication vial(s). Wipe top of each vial with an alcohol wipe. Let dry.
- c) Remove clear side of cap from Transfer Needle and insert into the vial of Sterile Water.
- d) Remove the other clear cap from the Transfer Needle, turn the vial upside down and push the spike into the vial of medication. The Sterile Water will go into the medication. Once all of the Sterile Water has transferred into the vial of medication, remove the Sterile Water vial with the attached needle and discard into the Sharps Disposal Container.
- e) Gently rotate the medication vial to assist in dissolving the medication. **DO NOT SHAKE THE VIAL!!!** Set aside.
- f) Clean the top of the medication vial with a new alcohol wipe. Let dry.
- g) Remove the clear protective cover from the spike end of the Vented Filter Spike and insert the spike into the medication vial.
- h) Open the 30ml syringe and remove the protective cap on the end of the syringe being careful not to touch the syringe tip with your fingers as this would contaminate it.
- i) Remove the cap on the opposite end of the Vented Filter Spike and screw the syringe into the Vented Filter Spike.
- j) Turn the vial upside down and gently pull back on the syringe plunger to withdraw the medication into the syringe.
- k) Remove all air from the syringe by pointing the syringe toward the ceiling and tapping the syringe to allow any air to rise to the top. Slowly push on the plunger to remove any air.
- l) Remove the Vented Filter Spike from the syringe. Clear any remaining air from the syringe by gently pushing on the syringe plunger until a drop of fluid appears at the tip of the syringe. Place a sterile end cap on the end of the syringe.
- m) Repeat the above procedure for each vial of medication.

## **FLUSHING YOUR CATHETER** (Follow this procedure for EACH Flush)

1. Remove the Flush syringe from the plastic wrapper.
2. Leaving the cap on the end of the syringe, hold the syringe upright and push on the plunger to break the seal inside the syringe.
3. Open an alcohol wipe.
4. Remove the cap from the end of the syringe. To keep the end of the syringe sterile, do not touch the end of the syringe with your fingers or anything else (if you accidentally touch the tip, discard the syringe and use a new one). Holding the syringe upright, gently push on the plunger to remove any air.
5. While holding the flush syringe in one hand, use the other hand to scrub the cap on the end of the IV catheter with the alcohol wipe for 30 seconds. Let dry.
6. Attach the flush syringe to the cap on the end of the IV catheter by pushing it into the cap and screwing it on.
7. Make sure that all clamps on the extension set and IV catheter are open.
8. Gently push on the plunger to flush the catheter with the specified amount. If at this point, any resistance, pain or swelling is noted, STOP IMMEDIATELY and call your nurse.
9. Follow this same procedure each time you flush your catheter with saline.

## **BEGINNING THE FACTOR INFUSION:**

1. Remove the sterile end cap from the end of the factor syringe and screw it into the cap on the end of the IV catheter.
2. Slowly inject the medication at a rate of \_\_\_\_\_mls/minute.
3. If more than 1 medication syringe is to be administered, make sure that you **scrub** the cap on the end of the IV catheter with a new alcohol wipe between syringes.

## **COMPLETING THE INFUSION:**

1. Once all of the medication is infused, unscrew the medication syringe and discard in the Sharps Disposal Container.
2. **Scrub** the cap on the end of the IV catheter for 30 seconds with an alcohol wipe. Let dry.

3. Flush the catheter with \_\_\_\_\_mls of Normal Saline. Unscrew the syringe and discard it into the trash.
4. Your IV catheter will need to be flushed with Saline following Step \_\_\_\_\_ and times daily at the following times: \_\_\_\_\_
5. If instructed, clamp your IV Catheter after each flush.

**That's It!! Great Job!!**

**POINTS TO REMEMBER:**

- **Factor MUST be removed from refrigerator 4-5 hours prior to reconstitution or it will not dissolve adequately.**
- **ALWAYS cleanse the Injection Site on the end of the IV catheter with a new alcohol wipe before attaching ANY syringe.**
- **If you develop any pain or swelling at the catheter exit site or meet any resistance when trying to flush your IV catheter, call your nurse.**
- **Anything Sharp is to be discarded into the Sharps Disposal Container.**
- **All medication (factor) syringes are to be discarded in the Sharps Disposal Container.**
- **All Flush syringes are to be discarded into the trash.**