



1. Gather supplies in a clean, well lit area:
  - Medication bag
  - Tubing set
  - Flo-Gard Pump on IV pole
  - 2 Normal Saline syringes
  - 1 Heparin syringe
  - Alcohol wipes
2. Check **medication label** for correct patient name, medication and expiration date.
3. **Wash hands**
4. Mix medication if indicated (see additional instructions).
5. Open tubing package:
  - Tear off paper tape
  - Move Roller Clamp half way down the tubing and close completely
6. Attach tubing to medication bag:
  - Pull rubber cover off port on medication bag
  - Remove plastic cover from spiked end of tubing
  - Push spiked end of tubing into medication bag port
7. Prime medication tubing:
  - Squeeze and release tubing drip chamber until it is half full of fluid
  - Slowly open Roller Clamp to allow fluid to flow through the tubing
  - Keep protective cover on end of tubing in place
  - Close Roller Clamp quickly once fluid appears at the end of the tubing
  - Drape the tubing over the IV pole
8. Flush IV catheter with Normal **Saline**:
  - Remove syringe from wrapper
  - Hold syringe upright and push on plunger to break seal
  - Remove protective cover from syringe
  - Do not contaminate tip
  - Hold syringe upright and gently push on plunger to expel air
  - Scrub IV end cap with an alcohol wipe for 15 seconds
  - Push and screw syringe into IV end cap
  - Gently flush solution through IV catheter
  - Remove syringe from IV end cap and discard

9.. Set up Pump:

- Be sure pump is plugged in
- Open door to pump by pressing on **PUSH** button
- Grasp the slit end of the blue Slide Clamp and push notched end into **SLIDE CLAMP SLOT** until flush with the pump
- push back orange SAFETY CLAMP until click is heard
- thread tubing up pathway
- close and secure pump door
- turn pump on by pressing yellow **ON/OFF** button
- press **PRI RATE** button and use key pad to enter \_\_\_\_\_
- press **PRI VTBI** button and use key pad to enter \_\_\_\_\_
- Open Roller Clamp

10. Administer Medication:

**A**

- Scrub IV end cap with alcohol
- Remove protective cover from the end of medication bag tubing
- Push and screw tubing into IV end cap
- Press **PRI START** button
- Infusion will take \_\_\_\_\_ to complete

11. When medication stops dripping and bag is empty, infusion is complete

- Press the yellow **ON/OFF** button to turn off pump
- Unscrew medication tubing from IV end cap
- Close Roller Clamp completely

12 Flush IV catheter with Normal Saline:

**S**

- Remove syringe from wrapper
- Hold syringe upright and push on plunger to break seal
- Remove protective cover from syringe
- Do not contaminate tip
- Hold syringe upright and gently push on plunger to expel air
- Scrub IV end cap with an alcohol wipe for 15 seconds
- Push and screw syringe into IV end cap
- Gently flush solution through IV catheter
- Remove syringe from IV end cap and discard

13. Flush IV catheter with Heparin:

**H**

- Remove syringe from wrapper
- Hold syringe upright and push on plunger to break seal
- Remove protective cover from syringe
- Do not contaminate tip
- Hold syringe upright and gently push on plunger to expel air
- Scrub IV end cap with an alcohol wipe for 15 seconds
- Push and screw syringe into IV end cap
- Gently flush solution through IV catheter
- Remove syringe from IV end cap and discard

14. Remove tubing from pump:
- Open door to pump by pressing on **PUSH** button
  - Press blue Slide Clamp into **SLIDE CLAMP SLOT** until flush with pump
  - Push back orange SAFETY CLAMP until click is heard
  - Pull on tubing to remove from pump

**THINGS TO REMEMBER:**

***Remember: once you scrub the IV end cap, be sure that this remains sterile until you enter the cap with flush syringe or medication tubing.***

***Remember: the tips of flush syringes and medication tubing are sterile under the protective covers. Do not contaminate the ends prior to insertion into the IV end cap.***

***Remember: medication tubing is used for 24 hours. Replace daily.***

If you have an additional lumen (tail) on your IV catheter, flush this lumen daily with 3 mls of heparin

Check your IV site and temperature daily. If IV dressing is not intact or if you develop a fever, call your home care nurse.

**Medication should be stored as directed.**