



Patient Name: _____

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

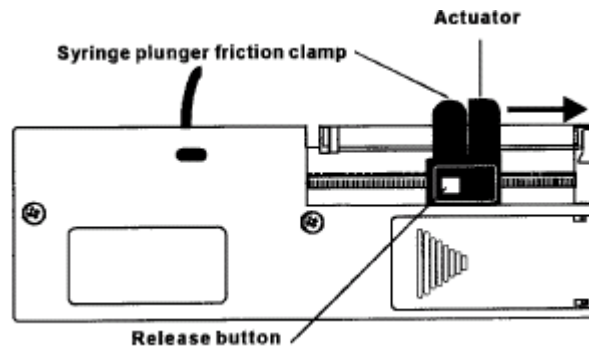
Dr. _____ has prescribed the following medication(s) for you (med/dose/route/frequency):

TO PREPARE THE MEDICATION:

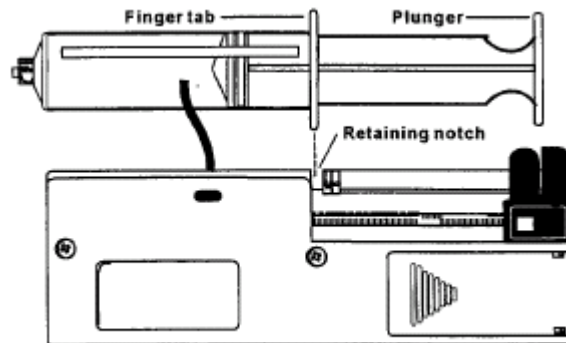
1. **Clean** a well lit area for preparation of the medication(s).
2. **Wash hands** with soap and water. Dry with paper towels or clean towel.
3. **Gather** the following **supplies**:
 - 1 – **Medication Syringe**
 - 1 – **Administration Set (Tubing)**
 - 1 **Occlusive dressing**
 - 1 **Subcutaneous butterfly needle**
 - 1 **9 volt battery (change every 4 days)**
 - Alcohol Wipes**
 - Sharps Disposal Container**
 - Non-Sterile Gloves**
 - Wastebasket**
4. **Inspect** IV medication syringe label for your name, drug name and the expiration date. If any are incorrect, contact the NELC pharmacist immediately.
5. **Open** both the Administration Set and the butterfly needle. Attach the butterfly needle (with its cover still on) to the administration set.
6. **Prepare** your medication by attaching the administration set (tubing) to the syringe. Push fluid through the tubing to remove the air until you see a drop of medication on the end of the needle. Clamp the administration set.

LOADING THE SYRINGE INTO THE PUMP

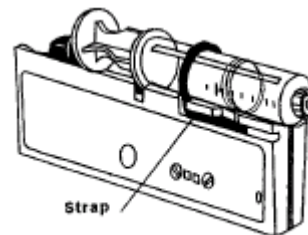
1. Depress the square release button on the side of the actuator on the pump. Holding the button down, slide the actuator to the rear.



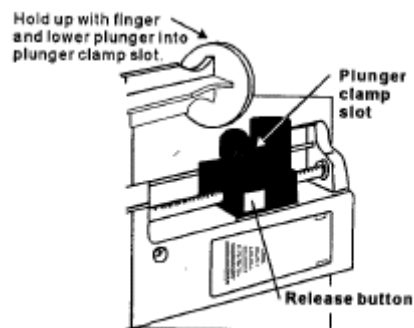
2. Place the filled syringe in the V-shaped holder on top of the pump, with the finger tab of the syringe in the retaining notch in the front of the pump.



3. Secure the syringe by drawing the rubber strap over the barrel and into the fastening slot (located beneath the syringe). Pull the strap tight and press the remainder of the strap into slot.



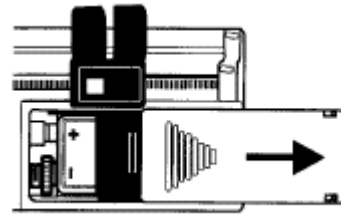
4. Hold the pump flat in the palm of your hand with the label facing you. Lift the syringe slightly and depress the square release button, sliding the actuator forward carefully until the syringe plunger is above the plunger clamp slot. Lower the syringe into the slot, so you have a firm fit.



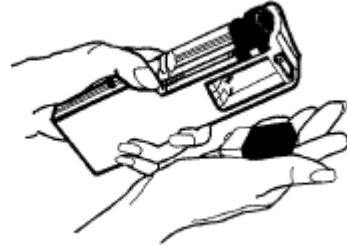
5. Set the entire unit aside.

To replace the battery:

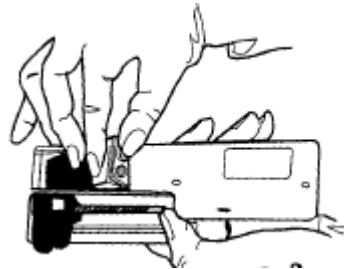
1. Slide the battery compartment cover on the back of the pump in the direction of the arrow.



2. Remove the battery by tapping the pump against the palm of your hand.



3. Insert a new battery, observing the correct direction to place it into the pump, on the label inside the battery compartment. The tone will last 10-20 seconds.



4. Replace the battery cover.

When choosing an injection site be sure:

- The site is easy to reach.
- Avoid injection sites which are close to your bellybutton, scars or bruises.
- Alternate sites with each dose.
- Check injection sites daily for signs of infection: redness, swelling, pain or oozing.

Preparing your site for subcutaneous infusion:

1. Sit or lie in a comfortable position to see the area you will be injecting.
2. Clean injection site with an alcohol wipe. Let dry.
3. Remove the needle cover from the end of the administration set and discard. To keep the needle sterile after the cap is removed, do not set the needle down or touch it.
4. Hold the needle in the hand you write with.
5. With the other hand, pinch the cleansed area of skin between your thumb and forefinger.
6. Insert the needle, at the angle instructed, into the skin fold to full length of the needle.

7. Secure the needle with the occlusive dressing as directed.

To start the infusion:

1. Place a battery into the pump.
2. Unclamp the extension tubing.
3. Firmly depress the “**START/TEST**” button on the front of the pump.
4. The yellow light indicator will begin to flash. This indicates that the pump is functioning. The light will flash at one second intervals while the pump is operating.
5. Assemble the pump into the plastic holder. Be sure the “**START/TEST**” button is easily accessible on the holder. Place the entire unit into carrying case.

Completing the infusion:

1. Clamp the administration set when the infusion is completed and the pump shuts itself off. A steady audible alarm will sound for 10-20 seconds.
2. Remove the battery.
3. Disconnect the administration set from the butterfly needle. Discard the administration set in the trash
4. Remove the occlusive dressing and then remove the needle by pulling it straight out. Discard the butterfly needle in the Sharps Disposal Container.
5. Cover the site with a bandaid.

THAT’S IT! YOU DID IT!

POINTS TO REMEMBER:

- To avoid bruising, do not rub injection site after infusion is complete.
- Store medication as directed. If medication is refrigerated, remove it from the refrigerator _____ hrs in advance to allow medication to warm up to room temperature.
- Take the medication at the same time every day.
- Be sure the site you choose is easy to reach.
- Avoid injecting yourself close to your bellybutton, scars or bruises.
- Alternate injection sites with each dose.
- Check sites daily for signs of infection: fever; redness, swelling, pain or drainage at the injection site(s). Call your nurse or doctor with questions or concerns.

ALARM MANAGEMENT:

“LOW BATTERY” Battery Indicator light ceases to flash. Change the battery.

“END OF INFUSION” Pump shuts off and an audible alarm sounds for 10-20 seconds. Follow instructions for “Completing the Infusion”.

“RUNAWAY” Pump shuts off and audible alarm sounds if continuous motor operation exceeds 4 seconds. Check pump to make sure syringe has been loaded properly.

“BACK PRESSURE” Pump generates a minimum force of 2.4 kg. Excessive back pressure causes the pump to shut off and an audible alarm to sound. Tubing may be kinked or injection site may need to be changed to get a better flow.