



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 – MAXX Pump
- 2 – 9 volt batteries
- 1 – IV Medication Bag
- 1 – IV Administration Set (IV Tubing)
- 1 – Sterile Cap (if using IV Tubing for more than 1 dose)
- ___ - Normal Saline Flush Syringe(s)
- ___ - Heparin Flush Syringe(s)

- Alcohol Wipes
- Sharps Disposal Container
- Non-Sterile Gloves
- Wastebasket

PREPARING THE INFUSION

1. **Set up the MAXX Pump.** Open the battery door on the back of the pump. Insert (2) 9 volt batteries seam side up. Push the batteries down and close the battery door.
2. **Inspect** IV Medication bag label for your name, drug name and the expiration date. If any are incorrect, contact the NELC pharmacist immediately.

3. Open IV Administration Set (IV Tubing). Remove the paper tape from the tubing and stretch it out to assure that there are no knots in it. Close the clamp.
4. Remove the plastic tab from the port on the Medication Bag.
5. Invert the medication bag. Remove the clear protective cover from the spike end of the IV Tubing and insert it into the port on the Medication Bag. You may have to push & twist the spike to ensure that it is in all the way.
6. Open the clamp on the IV tubing and squeeze bag to remove air from the tubing. Close the clamp.
7. Slide cover to pump open.
8. Fold over top of medication bag.
9. Insert medication bag with flap down into the pump. Place spike set key tab (white paper tab) underneath fill ports and on top of detector housing on pump. Make sure that the square in middle of paper tab is facing upright.
10. Slide pump cover to close.

PREPARE YOUR FLUSH SYRINGES (Saline and Heparin (if prescribed)):

1. Remove the Flush syringe from the wrapper.
2. 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).
3. Gently pull back on the plunger of the syringe to break the internal seal.
4. 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.
5. Replace the protective cover on the end of the syringe. Set aside until ready to use.
6. Repeat procedure for each flush syringe.

BEGINNING THE INFUSION

1. Cleanse the Injection Site on the end of the IV catheter with an alcohol wipe. Let dry. Unclamp the catheter.
2. 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.

3. Cleanse the Injection Site on the end of the catheter with a new alcohol wipe. Let dry.
4. Remove the protective cover from the end of the IV Tubing. Attach it to the Injection Site on the end of the catheter by pushing and screwing it until it is secure. Do not over-tighten as it may crack the connection.
5. Turn on the pump. After the green light comes on, open the clamp on the IV tubing. The pump will begin to infuse the medication after the red and green lights stop alternating and the green light remains steady. Then a single beep will be heard.
6. The medication will take approximately _____ minutes to infuse.

COMPLETING THE INFUSION:

1. When the medication bag is empty, there will be a flashing green light , a red solid light and a beeping sound every 5 seconds from the pump. Close the clamp on the IV tubing. Turn off the pump. Open the slide cover to the pump. Remove and dispose of medication bag as outlined below.

****2. If you are receiving more than 1 dose of this Medication every day,** this IV tubing will be used for all doses administered for that day. Under these circumstances, the following procedure will be used:

- a) Open a new Sterile End Cap
- b) Remove the IV Tubing from the Injection Site by unscrewing it.
- c) Place a Sterile End Cap on the end of the IV tubing to keep it sterile for your next dose.
- d) Leave the used medication bag attached to the IV tubing until the next dose is due.

****2. If you are receiving only ONE dose of this medication each day:** the entire medication bag and IV may be discarded into the trash.

3. Once the Medication has been disconnected from the Injection Site on the end of the Catheter, cleanse the Injection Site with an alcohol wipe and let dry.
4. Remove the protective cap from the end of Normal Saline Syringe and screw the tip of the syringe into Injection Site on the end of the catheter . Flush the catheter with _____mls of Normal Saline. Unscrew the syringe and discard it into the trash.

If your nurse has instructed you to flush your IV catheter with Heparin:

5. Cleanse the Injection Cap on the end of the catheter with a new alcohol wipe and let dry.
6. Remove the protective cap from the end of the Heparin Flush syringe and screw the tip of the syringe into the Injection Site on the end of the catheter. Flush the catheter with _____mls of Heparin. **While holding your thumb on the plunger, clamp your catheter (this positive pressure will keep blood from backing up in your catheter).** Unscrew the syringe and discard the syringe into the trash.

That's It!! Great Job!!

POINTS TO REMEMBER:

- The IV Tubing is changed only once every 24 hours.
- A new Sterile End Cap is to be attached to the end of the IV Tubing after each dose if you are receiving more than 1 dose of the same medication each day.
- The 9 volt batteries are changed every 4 days.
- Refer to pump instruction sheet for alarm interpretation.

ALARM MANAGEMENT

- Alternating flashing Green and Red lights with a single beep indicates the start up self test. This is normal operation.
- Solid Green light, Red flashing light with beeping every 5 seconds indicates an occlusion. Check the tubing and catheter to make sure all clamps are open; check the IV catheter to ensure it is patent.
- Flashing Green light and solid Red light with beeping every 5 seconds indicates that the medication bag is empty.
- Solid Red light or solid Red & Green lights with constant tone indicates one or more of the following: excessive flow; excessive overfill; pump cover open; incompatible IV bag/IV tubing set; no bag in pump; or internal pump problem if none of the above. Call your nurse if unable to resolve the problem.
- Flashing Green light Red light off with beeping every 5 seconds indicates low battery. Stop the pump; close the clamp and replace the battery. Restart your infusion.