



POLE MOUNTED CADD PRIZM ADMINISTRATION PROCEDURE (VIAL MATE IN CONTINUOUS MODE)

Properly administering your medication via CADD Prizm pump at home is important to your safety. Please call 1-800-755-4704 if you have any questions or concerns at all while administering the medication. We are available 24 hours a day, 7 days a week. In the event of an emergency, always call 911.

For teaching guides and videos:

<https://chartwellpa.com/patients/patient-teaching-guides.asp>

SUPPLIES:

- Vial Mate bag of medication
- CADD remote reservoir tubing with in-line filter (change **DAILY** unless otherwise instructed)
- IV Pole
- CADD Prizm and pole clamp
- Charging Cord
- 9-volt battery
- coin
- Alcohol/antiseptic wipes
- (2) Sodium Chloride (Saline) syringes
- (1) Heparin prefilled syringe (if indicated)

SASH FLUSH PROCEDURE:

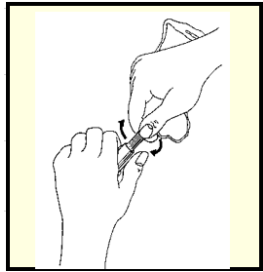
- S** Saline ___ ml
- A** Administer medication as instructed by your nurse
- S** Saline ___ ml
- H** Heparin ___ ml (if required)

PROCEDURE:

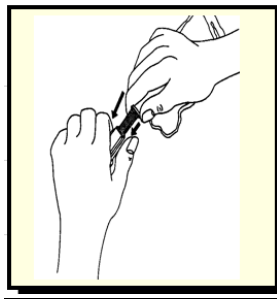
1. Clean work area. Wash Hands thoroughly, for at least 20 seconds. Gather supplies.
2. Check labels for name, drug, frequency and expiration. Inspect the medication bag for any cracks, leaks, particulate matter and clarity of medication. Contact Chartwell for any discrepancies or concerns.
3. Prepare your prefilled syringes for flushing your IV Catheter as instructed by your nurse.



4. Prepare Vial Mate as follows:



To mix, hold the white vial gripper firmly in one hand and the blue port adaptor in the other hand. Twist slightly to line up the ribs of the blue port adaptor and white vial gripper.



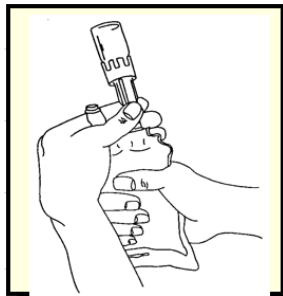
Push the blue port adaptor fully into the white gripper.



Hold bag over vial. Gently squeeze the solution until the vial is about half full.



Fold vial up to rest against IV solution bag. While holding vial and bag together, shake to mix drug into solution.



Hold bag below the vial. Gently squeeze bag to force air bubble into the vial. Release IV solution bag to drain solution from the vial. Repeat until vial is empty. Make sure drug is completely mixed and the vial is empty.

5. Remove CADD remote reservoir tubing with in-line filter from package. Remove the blue clip from the top of the cassette by pulling up on the blue clip. Removing blue clip causes flow stop to close, preventing unintended gravity flow.
6. Remove protective tab from entry port of medication bag.
7. Remove the cover from the spike on tubing and insert spike into medication bag using a pushing twisting motion. **DO NOT TOUCH SPIKE.**
8. Insert the battery into the CADD PRIZM pump. The display will say “power up successful” and then immediately go to “stopped” screen.
9. Attach new tubing/cassette using a coin to lock it onto CADD pump as instructed by your nurse. **RESERVOIR LATCHED** message should display. Gently twist and pull on cassette to be sure that it is properly attached.



10. Attach CADD Prizm pump to pole clamp on IV pole.
11. Press “**NEXT**” key. Check the pump screen; if **RESET RESERVIOR TO ____? ML** appears, press “**Y**” or the “up arrow” on keypad.
12. To reset the reservoir volume without changing the cassette/tubing:
 - Make sure the pump is stopped
 - Press “**NEXT**” to display the reservoir volume screen.
 - Press “**ENTER**”
 - If message on the screen reads **RESET RESERVIOR TO ____? ML**, press “**Y**” or the “up arrow” on keypad.
13. When **PRIME TUBING?** Appears on the pump screen, press the “**Y**” or the “up arrow” on keypad. Follow the priming instructions that will appear on the pump screen. Continue to prime until all of the air is removed from the tubing, **be sure to invert the filter while priming to fill completely. If you are administering a partial dose, reset the reservoir volume at this time by following step # 11.**

NOTE: The prompt about priming should not display on the pump screen if you are simply resetting the reservoir volume without changing the cassette/tubing.

14. Clean the injection cap on the end of your IV catheter with an alcohol/antiseptic wipe. Rub vigorously for 30 seconds and let air dry for 60 seconds.
15. Flush your catheter with sodium chloride as instructed by your nurse.
16. Clean the injection cap on the end of your IV catheter with a new alcohol/antiseptic wipe. Rub vigorously for 30 seconds and let dry for 60 seconds.
17. Attach the CADD tubing to the end of your injection cap on the end of your IV catheter.
18. When **START THE PUMP?** displays on the pump screen, press “**Y**” or the “arrow up” on keypad. This will start the infusion. The pump will display that it is running.

NOTE: After a short time, the display turns itself off to save power. To reactivate display screen, press any button on the keypad.



AT THE END OF INFUSION:

19. When infusion is completed, the display will read “Reservoir Volume Zero. Press next to continue.” Once “next” is pressed, the beeping will stop, and display screen will read “STOPPED.”

NOTE: The tubing is to be changed DAILY. Reuse the same tubing when administering more than one infusion per day.

20. Disconnect the tubing from the injection port of your IV catheter. **If another dose will be administered the same day** - cover the end of tubing with LIGHT blue sterile cap.
21. If this is the last dose for the day, use a coin to unlock tubing/set from pump. Remove tubing and discard at this time.
22. Remove battery to power the pump off. You may place it back in, but backward, for storage.
23. Clean the injection cap on the end of your IV catheter with an alcohol/antiseptic wipe vigorously for 30 seconds and let air dry for 60 seconds.
24. Attach prefilled Sodium Chloride/Saline syringe to the injection cap of you IV catheter and flush the IV catheter as instructed by your nurse.
25. Disconnect the syringe from the injection cap of your IV catheter and discard.

If your catheter requires the Use of Heparin: Complete steps 26-28, otherwise skip to step 29

26. Clean the injection cap on the end of your IV catheter with an alcohol/antiseptic wipe vigorously for 30 seconds and let air dry for 60 seconds.
27. Attach a prefilled syringe of Heparin to the injection cap of your IV catheter and flush it as instructed by your nurse.
28. Disconnect the syringe from the injection cap of your IV catheter and discard.
29. Flush any additional lumens as directed in your plan of treatment.
30. Wash hands thoroughly, for at least 20 seconds.



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31. Use a coin to unlock tubing/set from pump.

All supplies and waste can be double bagged and disposed of with your household garbage.

NOTES: