

SAPPHIRE PUMP ADMINISTRATION PROCESS:

MULTI-STEP MODE

Properly administering your medication via the Sapphire 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 infusion. 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>
- <https://www.chartwellpa.com/patients/infusion-teaching-videos.asp>

SUPPLIES:

- Medication bag (if refrigerated, remove, as instructed, prior to infusing)
- Sapphire pump
- Sapphire tubing set (**change M-W-F for continuous infusions, daily if intermittent**)
- Alcohol/antiseptic wipes
- Sharps container, if appropriate
- (2) Sodium Chloride (Saline) syringes
- (1) Heparin syringe
- 6 AA batteries and External Battery Pack (in case of emergency power failure/battery backup)

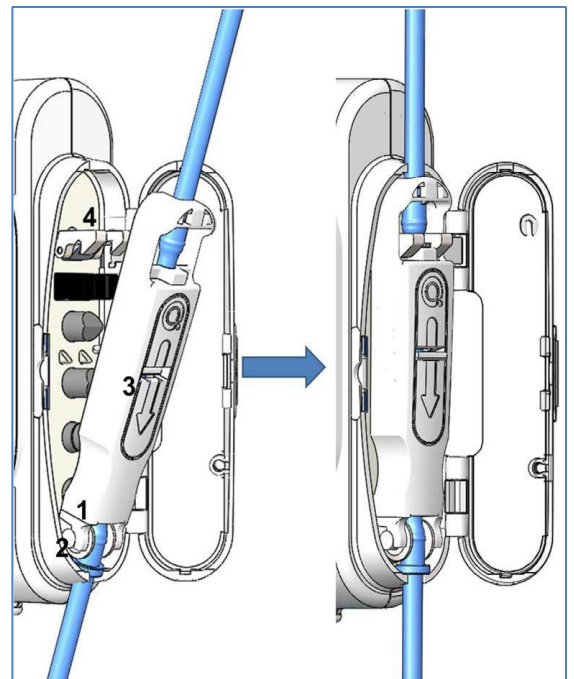
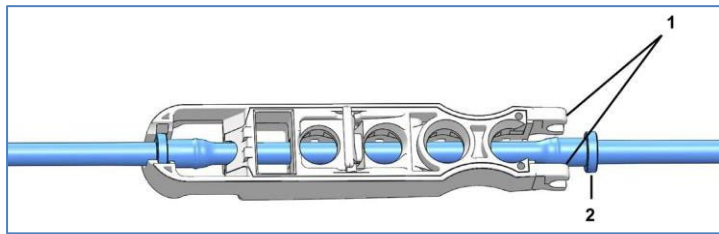
SASH FLUSH PROCEDURE:

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

PROCEDURE FOR INFUSION AND DAILY BAG WITH TUBING CHANGE:

1. Clean work area. Wash Hands thoroughly for at least 20 seconds.
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. Remove Sapphire tubing from package.
5. Remove protective tab from entry port to medication bag.

6. Remove cover from spike on tubing and insert spike into medication bag using a pushing-twisting motion. **DO NOT TOUCH SPIKE.**
7. Turn the pump on by depressing the **On/Off** button.
8. Open the safety door by using your thumb to press on front center of door and swing it outwards.
9. Insert the administration cassette at an angle, by placing the 'saddle' (#1 of figures below) onto the round metal anchor in the cassette's housing. Make sure arrow on the cassette (#3 on figure below) is pointing toward the bottom of the pump and flange (#2 on figures below) is inside of the cassette housing. Clip the upper end of the administration cassette into the metal lock by pressing the cassette on until it clicks in.



10. Close the safety door over the administration cassette. Ensure that the safety door clicks upon closure.
11. Before beginning infusion, administration set (tubing) needs to be primed. From initial Start Up menu, press **Prime** on lower left hand side of screen. Red **Disconnect Patient** screen will display to ensure that you have not connected the administration set (tubing) prior to priming, press **OK**. A timer will begin to run while tubing is being primed. When priming is completed, pump will display a reminder to connect the set (tubing) to the patient after prime. Ensure that tubing is fully primed, if fluid did not reach the end until at least a drop formed, you may repeat this sequence, or Press **OK**.

12. Clean the injection cap on the end of your catheter with alcohol/antiseptic wipe vigorously for 30 seconds and let air dry for 60 seconds.
13. Attach a prefilled Sodium Chloride/Saline syringe to the injection cap of your IV catheter and flush the IV catheter as instructed by your nurse.
14. Disconnect the syringe from the injection cap of your IV catheter and discard.
15. 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.
16. Attach the Sapphire administration set/tubing to the end of your injection cap.
17. Press **Repeat Last Infusion** on screen. Review the parameters are correct according to your Plan of Treatment. You will need to press **Review Step Details** to view the multi-steps and scroll through the steps by pressing **OK** to verify. Once you have viewed all steps, press **OK**. Make sure all clamps on administration set/tubing are open. Press **Start**. Infusion delivery will begin

NOTE: The display screen may enter a screensaver mode with a dimmer screen showing the rate, or the screen may turn off while running. If this occurs, the green light on the side bar will still blink to indicate that the pump is still running. You can press anywhere on the main touch screen to bring back the original if it is on the screensaver, or quick tap the on/off button if it has gone dark to bring it back up again.

AT THE END OF INFUSION:

18. When your infusion is nearing completion, an alarm **may** sound and you will see the message display – Infusion near end, this is just to give you a warning prior to the completion. To clear this message and alarm, press **Mute** and then press **OK**.
19. When infusion has completed, alarm will sound, and screen will display a message – **Infusion Complete**. It will also display the volume infused, rate and total time it was running. Press **Mute**. Then press **OK**. Pump will enter KVO mode.
20. When ready to disconnect, stop your Sapphire pump by pressing **Quit**. Display will return to beginning screen and read New Infusion and Repeat Last Infusion. Press the On/Off button and then Press **OFF** on the screen.
21. Disconnect the tubing from your injection port of your IV catheter.
22. If another dose of medication is to be administered the SAME day, place a light blue protective cap on the end of the tubing, keeping it sterile.
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 a prefilled Sodium Chloride/Saline syringe to the injection cap of your 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 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 your IV catheter 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, using the same technique as before.
30. To remove the Sapphire tubing cassette from pump, open the safety door on the side by pressing with your thumb and swinging the door open. Loosen the cassette by pushing the metal legs up that secure it to the pump (number 4 in prior figure) towards the top of the pump. Remove cassette and close safety door. Discard used tubing and medication bag.
31. Wash hands thoroughly, for at least 20 seconds.

PROCEDURE FOR BAG CHANGE ONLY

1. Stop infusion by pressing the **Stop** key, then press **OK** on screen to fully stop.
2. Close clamp on tubing.
3. Remove protective tab from entry port of new medication bag.
4. Remove spike from existing medication bag and insert into new medication bag using a pushing twisting motion. DO NOT TOUCH SPIKE.
5. Press Repeat Last Infusion on screen. Review the parameters are correct according to your Plan of Treatment, press OK. Make sure all clamps on administration set/tubing are open. Press Start. Infusion delivery will begin
6. Wash hands thoroughly, for at least 20 seconds.

- To charge the internal battery, plug the power cord into the Sapphire pump by lining up the red arrow on the cord end with the arrow at the bottom of the pump where the power socket is located, by **PUSHING** the cord straight in. It is important **NOT** to attempt to twist or turn the cord while plugging it in or removing the power cord, as there are prongs that can be damaged. The yellow Charge light will blink to indicate that it is charging and will remain steady lit when fully charged.



- To remove the power cord from the pump, grasp the metal connector close to the pump body and pull straight out. Do not pull from the cord or attempt to twist the connector to remove.



CORRECT



INCORRECT

- It is recommended that you have pump plugged in and charging while your infusion is running as much as you can. Your Sapphire pump must be plugged in for a minimum of 6 hours a day to maintain charge.
- In the event that an alarm should be displayed, you must press Mute at the bottom of the screen before being able to clear the alarm. After the cause of the alarm is corrected, press OK to dismiss it, then press Request Continue, followed by OK to



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****All Supplies and waste can be double bagged and disposed of with your household garbage****

NOTES: