



INSTRUCTIONAL CHECKLIST:

Performing Chemotherapy Take Down Electronic Pump



For additional education please contact your agency for assistance
<https://www.youtube.com/watch?v=B7CIMCL7duM>

Four Components for Performing Infusions:

- | | | | | | | | |
|----------|----------------------------|----------|------------------|----------|----------------------|----------|----------------|
| 1 | Practice good hand-washing | 2 | Prepare supplies | 3 | Disconnect and flush | 4 | De-access port |
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Medication(s) to infuse:

Home Infusion Nurse (name, #):

Home Infusion Pharmacist (name, #):

Practice good hand-washing

Always wash hands when instructed

Soap and water preferred

Hand sanitizer (optional)

Wash for a full 20 seconds or rub until dry

STEP 1: PRACTICE GOOD HAND-WASHING

- Always remember to **WASH YOUR HANDS** for a full 20 seconds.
 - ❖ Soap and water is always preferred. If soap and water are not available, hand sanitizer is acceptable.
 - ❖ Make it a habit to wet your hands, apply soap, and lather for 20 seconds (hum the Happy Birthday song twice).
 - ❖ If using hand sanitizer, rub a dime-sized amount between your hands until dry. Never wave or blow on your hands to speed up drying.
 - ❖ Remember, if using gloves, you must still wash your hands.
 - ❖ Washing your hands helps reduce your chance of infection.

Prepare supplies

WASH HANDS

Clean workspace

WASH HANDS

Gather & arrange supplies

WASH HANDS

Prepare the pump

STEP 2: PREPARE SUPPLIES

- Review what time your chemotherapy was started and validate what time you should be completed. Remain connected until your pump alarms. If your infusion is taking longer than expected, call your pharmacy.
 - ❖ The pump will alarm when there is approximately 5 mL of fluid remaining in the pump. When the pump beeps, select "Acknowledge" to clear the alarm and complete the infusion.
- Assess the infusion bag and pump for completion. The blue info button will provide updated length if needed.
- Clean your workspace using a cleaning solution (alcohol/sanitizing wipes or Lysol + paper towels).
 - ❖ Select a dry, hard work surface to set up your supplies.

WASH YOUR HANDS.

- ❖ Soap and water are preferred, hand sanitizer is optional if soap and water are not available.
- ❖ Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.

Collect supplies:

- ❖ 2 Sets of Gloves (for your protection)
- ❖ 1 Chemotherapy Gown (for your protection)
- ❖ 1 Hazard Zip Bag (for gloves and gown post use)
- ❖ 1 Large Hazard Bag (for long term storage - reusable)
- ❖ 4 Alcohol Pads (to clean your supplies and hub)
- ❖ 1 Saline Syringe (to clear your IV line and remove any leftover medication)
- ❖ 1 Chemo Sharps Container (to dispose of used C-series and tubing)
- ❖ 1 Trash Bag (for garbage)

Arrange your alcohol pads, and wrapped prefilled syringes, above your SASH mat in their respective location. Do not place any of these items on top of your SASH mat yet.

- ❖ "S" = Saline
- ❖ "A" = Administer or Antibiotic (includes your prefilled medication syringe)
- ❖ "S" = Saline
- ❖ "H" = Heparin (if prescribed, most will not need this)

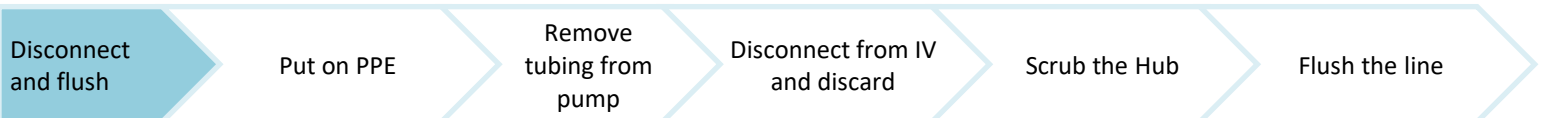
Prepare your supplies by unwrapping the saline syringe. Check the unwrapped syringes for any air bubbles. If there are air bubbles follow the below steps. Otherwise set the syringe above the second S in SASH.

- ❖ Remove the protective cap from the syringe and discard the cap.
- ❖ Hold the syringe with the end up and plunger at the bottom.
- ❖ Pull back on the syringe plunger slightly to break the seal. You will be able to see the air bubble in the syringe.
- ❖ Slowly push the plunger to let the air bubble out.
- ❖ Once the air is removed, set the syringe above the second S on the SASH mat.

Arrange your trash bag for easy access. Place the chemo container within reach. Place the alcohol pads at arms' reach. Place the hazard bags where they will be ready for use at the end of our procedure.

WASH YOUR HANDS.

- ❖ Soap and water are preferred, hand sanitizer is optional if soap and water are not available.
- ❖ Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.



STEP 3: DISCONNECT AND FLUSH

Put on PPE (Personal Protective Equipment):

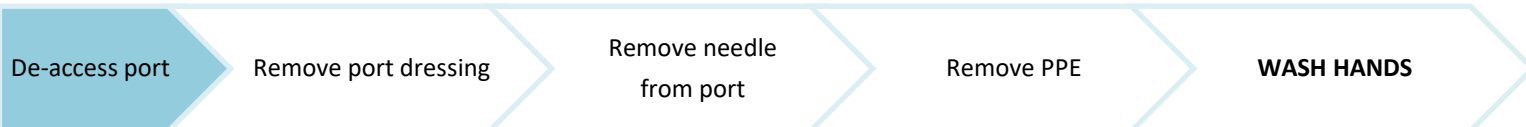
- ❖ Chemotherapy gown should fit to cover all areas appropriately. Secure the ties. A family member can assist with securing all ties.
- ❖ Put on both sets of gloves one after the other. The inner gloves should fit under the gown sleeve. The outer gloves should fit over the gown cuffs and cover the gown sleeve.

- Remove the infusion bag from the carry bag. Sit the bag on the work surface. Inspect the bag to be sure the infusion has infused. If unsure, please call your infusion pharmacy.
- Stop the pump by hitting the Red/Green Stop/Start button on the device. Select YES when asked “Stop Pump”.
- Turn the pump off by pressing and holding down the Power Switch on the side of the pump.
- Next, you need to disconnect your medication tubing (attached to your medication bag) from your IV line. Grasp the end cap (hub) of your IV line with one hand while using your other hand to unscrew the medication tubing. Do this until it is disconnected from the hub. Do not remove the hub from your IV line.
 - ❖ The end cap is also known as the hub. It is located at the tip of your IV line. The hub protects your IV line from bacteria.
- Remove the used cassette and discard.
 - ❖ Make sure the clamp is closed on the tubing.
 - ❖ If the cassette is locked, place the pump key in the key slot located on the side of the pump and turn counterclockwise to the unlocked position. Your cassette may not be locked. It is ok if your cassette is unlocked.
 - ❖ Push down on the latch located on the side of the pump until the cassette detaches from the pump.
 - ❖ Discard the used cassette and bag in the chemotherapy sharps container.

Remove the outer layer of gloves.

- ‘Scrub the hub’ of your IV line with a NEW alcohol pad for at least 15 seconds.
 - ❖ Use an alcohol pad to scrub the end of the port tubing.
 - ❖ Once you have cleaned the hub, hold the hub with two fingers. Keep the hub from touching anything else.
 - ❖ If the hub touches anything, wash your hands and scrub the hub again with a new alcohol pad.

- Flush your IV line with saline (“pulse flush”):
 - ❖ Hold the hub in one hand. Grasp the saline syringe.
 - ❖ Remove the protective cover from the end of the syringe. Screw the syringe onto the hub using a “push and twist” motion. It’s like putting a key into an ignition.
 - ❖ Once the syringe is connected, open the clamp on your IV line and slowly push 1 to 2 mL of saline at a time. Stop and push 1 to 2 mL more. Repeat this “pulse flush” until the saline syringe is empty. Flushing this way each time helps keep your IV line from getting clogged. Disconnect the empty syringe from the hub and discard.
 - ❖ If you have trouble flushing your IV line, make sure the clamp on your IV line is open. If your clamp is open and you are still having trouble, stop and call your home infusion nurse.



STEP 4: DE-ACCESS PORT

- WASH YOUR HANDS.**
 - ❖ Soap and water are preferred. Hand sanitizer is optional if soap and water are not available.
 - ❖ Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.
- Expose the port needle insertion site and dressing. Carefully remove the dressing tape around and over the port needle. Be careful not to pull the needle out during the process.

Remove the needle:

- ❖ If you have yellow or black plastic wings, pinch the wings together with one hand, while stabilizing port with the other hand. This will remove the needle. Discard the needle in the white chemo bucket.
- ❖ If you have a clear or white plastic port needle, hold the white circle against your chest and pull the nub away from the chest. This will remove the needle. Discard the needle in the white chemo bucket.

Remove PPE (Personal Protective Equipment):

- ❖ Remove your gown first. As you take the gown off, fold the outside inward to keep the inside of the gown on the outside. Be careful not to ruffle the gown. Ruffling the gown may cause chemo particles to get into the air, where someone could breathe them in. Place the rolled-up gown inside the clear hazard bag.
- ❖ Remove the gloves. Peel the gloves inside out as you remove them. Place the gloves inside the clear hazard bag and close the bag.
- ❖ Place the closed clear plastic bag into the larger hazard bag and close the hazard bag using the zip tie. Keep the large hazard bag stored in a low-traffic, out of the way area, like a closet, garage, or shed.

WASH YOUR HANDS.

- ❖ Soap and water are preferred. Hand sanitizer is optional if soap and water are not available.
- ❖ Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.

Congratulations! You have successfully disconnected and de-accessed!

Make a habit to:

- Find a **CLEAN WORKSPACE** to perform infusions and store supplies.
- WASH YOUR HANDS** for at LEAST 20 seconds.
 - ❖ Soap and water are preferred. Use hand sanitizer if soap or water are unavailable.
 - ❖ Hum the Happy Birthday song twice.
- CHECK YOUR MEDICATION** to confirm:
 - ❖ Your name and date of birth AND the dose, expiration date and medication name.
- ALWAYS WEAR PPE** to prevent caregiver exposure to toxic medication
 - ❖ If the patient is doing their own take down, PPE is not required, only hand hygiene.
 - ❖ The larger hazard bag will be collected when full or at the end of therapy
- FOLLOW THE SASH PROTOCOL:**
 - ❖ Saline flush → Administer medication → Saline flush → Heparin flush (if ordered)
- ALARM MANAGEMENT:** If the pump alarms, press SILENCE to stop the alarm for 2 minutes. Select HELP to learn why the alarm went off.
- REPORT ANY SYMPTOMS INCLUDING FEVER 100.5 OR GREATER, HEADACHE, CONFUSION, CHANGES IN SPEECH, DISORIENTATION, AND COORDINATION OR BALANCE ISSUES.**