



# Performing Home Infusions with an Electronic Pump



Use this teach sheet to walk you through your infusions. Check with your home health nurse to make sure the steps apply to you.

## Four Steps for Performing Infusions:

1- PRACTICE GOOD HAND-WASHING 2- PREPARE SUPPLIES 3- PREPARE IV LINE 4- START AND STOP INFUSION

Medication(s) to infuse: \_\_\_\_\_

Home Infusion Nurse (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 when instructed.
  - Soap and water are always preferred (hand sanitizer optional).
  - 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 you are using gloves, you must still wash your hands.
  - Washing your hands helps reduce your chance of infection.

Prepare supplies

Remove medication from fridge

**WASH HANDS**

Clean workspace

**WASH HANDS**

Gather & arrange supplies

**WASH HANDS**

Prepare the syringes

### STEP 2: PREPARE SUPPLIES

- Note the time to start the infusion: \_\_\_\_\_  AM  PM
- Note the amount of time your medication should be left at room temperature: \_\_\_\_\_ MIN  HR
- Note the time to remove the medication from refrigerator (if refrigerated): \_\_\_\_\_  AM  PM
  - Remove medication from refrigerator **BEFORE** the infusion.
  - Do **NOT** attempt to warm the medication.
- Double-check your medication to confirm the following information before the infusion:
  - Medication has my name and date of birth.
  - Medication name is correct.
  - Medication dose is correct.
  - Medication is not expired.
  - If any of this information is incorrect, *stop and call your infusion pharmacy immediately.*
- WASH YOUR HANDS.**
  - Soap and water are preferred (hand sanitizer optional).
  - Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.

Clean your workspace and SAS or SASH mat with cleaning solution (alcohol/sanitizing wipes or cleaning product + paper towels).

- Select a dry, hard work surface to set up your medication and supplies.

WASH YOUR HANDS.

- Soap and water are preferred (hand sanitizer optional).
- Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.

Gather the following supplies and place on your workspace (do not put on top of your SAS/SASH mat yet):

- 5 alcohol wipes (to clean your supplies and IV-line tip)
- 2 saline syringes (to clear your IV line and remove any leftover medication)
- 1 medication bag with attached IV tubing (at room temperature)
- Medication orders (to check your pump settings)
- 1 electronic pump (use the electronic pump provided to you)
- Carrier pouch (to carry your pump during your infusions)
- 1 heparin syringe (for some patients only; your nurse will tell you if you need it)

Arrange your alcohol wipes, syringes and medication bag with attached tubing **above** your SAS or SASH mat in their respective location. Do not place any of these items on top of your SAS or SASH mat yet.

- "S" = Saline
- "A" = Administer or Antibiotic (your medication bag and attached tubing)
- "S" = Saline
- "H" = Heparin if prescribed (most people do not need heparin)

Unwrap both saline syringes and the heparin syringe. Place the syringes in the right spot on top of your SAS or SASH mat.

Remove your medication bag with attached tubing from the plastic wrapping. Place the medication bag with attached tubing in the correct location ("A") on top of your SAS or SASH mat.

If your pump is ready for a bag change and is still infusing, follow your nurse's or pharmacist's instructions about how to stop the infusion. Turn off the pump.

Remove your pump and empty medication bag from the carrying pouch. Place the pump on your work surface.

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 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 disconnected medication tubing and medication bag based on your nurse's or pharmacist's instructions. Lift the tubing from the pump. Throw it in the trash.

WASH YOUR HANDS.

- Soap and water are preferred (hand sanitizer optional).
- Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.

Load the pump with a new medication bag with attached tubing based on your nurses' or pharmacist's instructions.

Open the slide clamp on the medication tubing.

Turn the pump on based on your nurse's or pharmacist's instructions. They may also tell you to check the pump's settings.

Get ready to prepare your IV line.

Prepare IV line

WASH HANDS

Scrub the hub

Pulse flush IV line  
with saline

Scrub the hub

Connect medication  
tubing to the hub of  
the IV line

### STEP 3: PREPARE IV LINE

WASH YOUR HANDS.

- Soap and water are preferred (hand sanitizer optional).
- Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.

Check the unwrapped syringe for any air bubbles.

- Remove the protective cap from the syringe and place the cap flat-side down on your SAS or SASH mat.
- 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.

'Scrub the hub.' Clean the end cap (hub) by wrapping the alcohol square over and around the sides for at least 15 seconds.

- Use the first alcohol wipe above your SASH mat (the one before the first "S").
- Once you have cleaned the hub, hold the hub with two fingers. Keep the hub from touching anything else.
- If your hub touches anything, wash your hands and scrub the hub again with a new alcohol square.

Flush your IV line with saline ("pulse flush"):

- Hold the hub in one hand. Grasp the saline syringe with your other hand.
- 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 to the hub, open the clamp on your IV line and slowly push 1 to 2 mL of medication 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.
- 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 *infusion provider*.

Remove the empty saline syringe from your IV line. Throw it away. Do not remove the hub from your IV line.

WASH YOUR HANDS.

- Soap and water are preferred (hand sanitizer optional).
- Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.

'Scrub the hub' of your IV line with a NEW alcohol square for at least 15 seconds.

- Use the second alcohol wipe above your SASH mat (the one before the "A").
- Once you have cleaned the hub, hold the hub with two fingers. Keep the hub from touching anything else.
- If your hub touches anything, wash your hands and scrub the hub again with a new alcohol square.

Connect your medication tubing to the hub of your IV line:

- Hold the hub in one hand. Find the end of the medication tubing. Remove the medication tubing cap.
- Connect the medication tubing to the hub of your IV line. Use the same "push and twist" motion as before.

### STEP 4: START AND STOP INFUSION

Open the clamps on your IV line and medication tubing.

Follow your nurse's or pharmacist's instructions about how to start the pump.

- If your pump alarms, read the message on the pump screen. Check the clamps to make sure they are all open. Check the medication tubing and IV line tubing for kinks.
- If these steps don't work and the pump still alarms, *stop and call your infusion pharmacy immediately*.

Place the pump back in your pouch. Go on with your day!

**Disclosure:** This project was funded under grant R01HS027819 from the Agency for Healthcare Research and Quality (AHRQ), U.S. Department of Health and Human Services (HHS). The authors are solely responsible for this document's contents which should not be interpreted as an official position of AHRQ or of HHS.