



# Chemotherapy Take Down



For additional education please contact your agency for assistance

## Four Components for Performing Infusions:

1- PRACTICE GOOD HAND-WASHING 2- PREPARE SUPPLIES 3- DISCONNECT AND FLUSH 4- DE-ACCESS PORT

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 are 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

Remove medication from fridge

**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 till your pump alarms. If your infusion is taking longer than expected, call your pharmacy.
  - When the chemotherapy is done, follow your nurse's or pharmacist's instructions about what buttons to push.
- Assess the infusion bag and pump for completion.
- Clean your workspace using a cleaning solution (disinfectant and paper towels, alcohol swabs, or sanitizing wipes).
  - 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)

## STEP 2: PREPARE SUPPLIES

- 1 Chemo Sharps Container (to dispose of used C-series and tubing)
- 1 Trash Bag (for garbage)

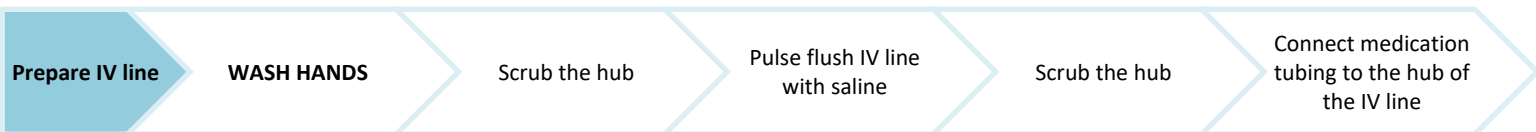
Arrange your alcohol pads, wrapped syringes, medication bag and tubing. If you have a SAS or SASH mat, place these above the SAS or SASH mat.

- "S" = Saline
- "A" = Administer or Antibiotic (includes your prefilled medication syringe)
- "S" = Saline

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.
- Put on both sets of gloves one after the other. The inner gloves should fit over 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.

Follow your nurse's or pharmacist's instructions about how to stop the pump and turn the pump off.

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.

Remove the used cassette and throw the cassette and bag away in the chemo sharps container .

- Make sure the clamp is closed.
- Follow your nurse's or pharmacist's instructions about how to remove the used cassette.

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 SAS or 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.
- Keep holding the syringe.

'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.

Hold the hub in one hand and the saline syringe in the other.

- 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.

### STEP 3: DISCONNECT AND FLUSH

- 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 plastic wings, pinch the wings together with one hand, while stabilizing the port with the other hand. This will remove the needle. Discard the needle in the white chemo bucket.
- If you have a 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 each pair of gloves one pair at a time. 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!

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