

# CADD Infusion Pump: Home instructions

Your doctor has prescribed a medication that you will give yourself using a CADD infusion pump. Follow the steps in this fact sheet and your nurse's instructions carefully.

## 1 Prepare yourself

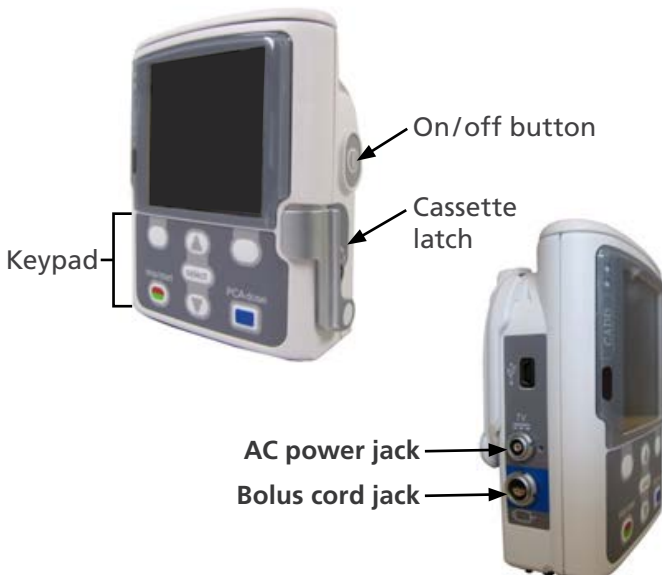
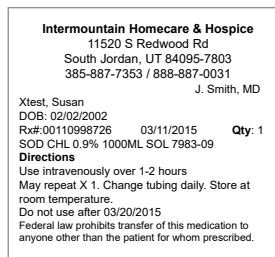
### Clean your hands

- Clean your hands with cleansing solution each time you work with your IV to prevent infection.
- Rub your hands vigorously until they are dry.



### Check the medication label

- Make sure each label has your name and dose and that it is not expired.
- Call your nurse or pharmacist and **do not use the medication** if anything on the label is incorrect.



### My medications

Medication: \_\_\_\_\_

Schedule: \_\_\_\_\_

<b>S.A.S. Flush</b>	<b>S.A.S.H. Flush</b>
Saline: _____ mL	Saline: _____ mL
Administer medication	Administer medication
Saline: _____ mL	Saline: _____ mL
	Heparin: _____ mL

### Lay out supplies on a clean surface

- CADD infusion pump
- IV tubing
- Medication bag (warm to room temperature)
- Sharps container (if needed)
- Alcohol disinfectant caps
- Sterile wipes
- Flush syringes (not for SubQ injections): 2 saline syringes and 1 heparin syringe (if needed)



### Need help or have questions?

Nurse: \_\_\_\_\_

Phone number: \_\_\_\_\_

**Intermountain Homecare & Hospice:**  
**385-887-6000 or 800-527-1118**

## 2 Inject any additives to your bag

If you have been instructed to inject any additives to your bag:

- 1 Fill your own syringes if necessary by following the steps in the *Filling a Syringe* handout.
- 2 Wipe the injection port on your medication bag with a sterile wipe.
- 3 Inject any additive(s) from the syringe into your medication bag.
- 4 Carefully discard used syringes and needles into the sharps container.



## About your CADD infusion pump

### Using the keypad

Keypad buttons on your pump and how they are used:

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- 1 Starts and stops the pump
  - 2 Keys to answer questions on the display
  - 3 Scroll down on a menu or amounts
  - 4 Scroll up on a menu or amounts
  - 5 Selects a menu item
  - 6 PCA button (you will not need to use the PCA dose button for your therapy)

### Testing your pump

What you will see on the screen after the pump runs its self-tests:



- 1 Your therapy information
- 2 Pump status bar for messages and alerts
- 3 Current reservoir volume (your set amount of medication)
- 4 Pump status (stopped or running)
- 5 Battery type in use, battery life, and AC adapter indicator
- 6 Current pump time and icon: Keypad locked or unlocked
- 7 Current status of the infusion
- 8 Colored graphic of the infusion
  - Green: Pump running
  - Red: Pump stopped
  - Gray: Pump has not started
- 9 Options for using the pump (press the soft key below the text)

### 3 Attach an IV tubing cassette

- 1 Clean your hands.
- 2 Remove the blue clip from the tubing cassette.
  - Open the cassette latch.
  - Insert the feet into the stirrups on the pump.
- 3 Place the pump upright on a firm flat surface and press down so the cassette fits tightly against the pump.
- 4 Close the cassette latch. If it is positioned correctly, it should move easily into the closed position. Do not force the latch. If it won't close easily, open it and adjust the cassette so it lines up correctly and latch it. The cassette should line up evenly with the bottom of the pump.



### Connect the IV tubing to the medication bag

- 1 Pull the cover off the medication bag.
- 2 Uncover the spike on the tubing by removing the cap.
- 3 Push the spike into the medication bag.
- 4 Turn pump to **on**. Press and hold the **on/off** button on the side of the pump to turn it on.
- 5 Prime the tubing if necessary. When you see the **Prime tubing?** screen appear:
  - Select **No** if the tubing is already primed (it came from the pharmacy attached to the bag).
  - Select **Yes** to prime the tubing if you reuse your tubing and see air bubbles, or if you are using new tubing.
    - Confirm that the tubing is **NOT** connected to the patient IV line.
    - Open the clamps on the IV tubing and press **Yes** to start the prime.
    - Stop priming at any time by selecting **Stop Priming**. Priming may automatically stop.
    - Continue priming as needed.



### 4 Reset the reservoir volume and flush your IV line

- When you see the **Reset Reservoir Volume** screen select **Yes**. This tells the pump you are starting a new bag. It will reset to the amount of medication on your IV bag label.
- If the pump does **NOT** ask to **Reset Reservoir Volume**, select **Tasks** and press **up** or **down** to highlight **Reset Reservoir Volume**. Press **Select** and then **Yes**.
- To flush your IV line, follow the instructions on [page 4](#).

### 5 Connect the IV tubing to your IV line and start the pump

- If the needleless connector has touched anything, clean it for 15 seconds with an alcohol wipe.
- Connect the IV tubing to your line.
- Check to make sure the clamps are open.
- Press the **stop/start** key.
- Select **Yes** when **Start pump?** appears. You'll see **Running** when the pump is running. The green light on the pump will flash.



#### If you need to stop the pump:

- 1 Press the **stop/start** key.
- 2 Press the **on/off** button on the side to power off the pump.
- 3 Select **Yes** when the **Power down?** message appears. The pump will turn off.
- 4 Clean your hands.
- 5 Disconnect your IV if your nurse has instructed you to do this yourself.

**WARNING: NEVER** prime the pump if the IV tubing is connected to your line. **ALWAYS** ensure that the IV tubing is **NOT** connected to your line before you prime.

## 6 After your infusion

- **If you WILL use this tubing again:**
  - Protect the end of the tubing with a new alcohol cap.
  - Leave the tubing attached to the empty medication bag and connected to the pump until the next dose.
- **If you will NOT use the tubing again:**
  - Close the clamp on the IV tubing.
  - Push down on the cassette latch until the cassette detaches.
  - Remove the IV tubing cassette and throw away.
- **Flush your line.** If instructed by your nurse, follow the “How to flush your IV line” instructions on the right.

### Your pump’s batteries

Your pump comes with a **rechargeable battery pack** that you will use most of the time.

Recharge the pump when it is not in use. When the display reads **Battery Low, Battery Depleted,** or **Rechargeable battery reached end of use,** plug the pump into the AC adapter. You may use the pump while it is recharging.

If you are away from a power source, you may use AA batteries (but not rechargeable or heavy duty batteries). Change all 4 batteries at the same time. Do not mix old and new batteries.

To change batteries:

- 1 Turn off the pump.
- 2 Using your fingers or a coin, rotate the knob on the battery door on top of the pump.
- 3 Remove the battery pack and insert 4 new AA batteries.



Battery door knob

**ALARMS:** Your pump has several alarms.

- **Acknowledge** clears the alarm.
- **Silence** shows the alarm screen, but silences the alarm for 2 minutes. This continues until the alarm is acknowledged or resolved.
- If help screens are available for the alarm select **Help** and follow the instructions.
- Call your healthcare provider if alarms continue.

### How to flush your IV line

- 1 Remove the alcohol disinfectant cap and discard it.\*
- 2 Attach the syringe firmly to the IV needleless connector using a push and twist motion.
- 3 Open the clamp.
- 4 Inject the solution.
- 5 Close the clamp.
- 6 Remove and discard the syringe.
- 7 After the final flush, attach a new alcohol disinfectant cap.



\*If the needleless connector touches anything **CLEAN IT** with a sterile wipe for 15 seconds. Before connecting anything to the needleless connector, look for particles. If seen, wipe them away with an alcohol wipe.

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