

**Patient Name:** \_\_\_\_\_

**You have a:**

- PICC   
  Mid Line   
  Hickman/Broviac   
  Groshong   
  Implanted Port   
  Short Peripheral

**How to Administer Your Infusion Medication:** Plan ahead to avoid interruptions

1. **Wash** hands and wrists thoroughly for 15 to 30 seconds
  - Rinse with fingers pointing down
  - Dry hands with a clean paper towel and turn off faucet with a dry paper towel



2. **Gather** and set up supplies on a clean surface
  - Pole and sharps container
  - Medicine tubing, medication bag, and alcohol wipes
  - Prefilled flush syringes as instructed by the nurse



3. **Check** your medication's label for your correct
  - Name and date of birth, medication and dosage
  - Expiration dates, do not use anything that is expired

4. **Prepare Tubing,**
  - Close all clamps, turn dial to OFF
  - Remove paper and untwist, place on clean surface



5. **Activate and Mix** your medicine as taught by your nurse

6. **Attach tubing spike to medication bag.**
  - Pull off protective cover from the medication bag and from the IV tubing spike.
  - Once uncovered, be very careful not to touch.
  - Firmly push the spike into the medication bag.



7. **Hang medication** bag on pole.
  - Gently squeeze the drip chamber once so the chamber is filled halfway.
  - This prevents extra air in tubing and allows you to see the medicine dripping.

8. **Prime Tubing**
  - Turn Dial to ordered rate.
  - Open Clamp to replace air with medicine. Make sure there are no air bubbles in the tubing.
  - Close Clamp

9. **Prepare the ordered prefilled flush syringe** as directed by your nurse.
  - Remove protective cover.
  - Pull back on plunger to break seal. Point the syringe upwards and gently push up to expel air.
  - Set it aside



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**10. Flush your device.**

- Cleanse your injection cap, with an alcohol pad, for 15 seconds, using friction.
- Connect the syringe into your injection cap with a gentle push and twist motion.
- Push approx ½ of the solution in, stop and wait a moment, and then push the remainder
- Hold the injection cap and remove the syringe by gently untwisting



**11. Attach your IV medicine tubing**

- Remove protective cap from your IV medicine tubing  
be careful not to touch the open end
- Push and twist your IV medicine tubing into your injection cap
- Raise IV Pole above your head
- You should try to remain seated during infusion where you can see your clock



**12. Start your medicine:**

- Check your dialed rate, make sure it is set correctly as instructed by your nurse
- Open the clamp and start your medicine infusion



**13. When Medicine bag is empty,**

- Close the clamp (roll down or pinch)  
and get ready to disconnect the medicine tubing
- Open the protective tubing cap that covers the end of the medicine tubing  
and set aside
- Hold the injection cap in one hand, untwist the medicine tubing in the other hand
- Place protective tubing cap on the end of the medicine tubing and hang it on the IV pole
- You will re-use this medicine tubing for \_\_\_\_\_ hour/day, before you open a new one



**14. Flush your device.**

- Cleanse your injection cap, with an alcohol pad, for 15 seconds, using friction.
- Connect the syringe into your injection cap with a gently push and twist.
- Push approx ½ of the solution in, stop and wait a moment, and then push the remainder
- Hold the injection cap and remove the syringe by gently untwisting
- If your Nurse and Doctor ordered additional flush of Heparin, it would be done now in same fashion



**15. Discard all spikes/syringes in your sharps container**



**Notes :** \_\_\_\_\_

**If at any time you have trouble, STOP and CALL your Catholic Home Care IV nurse  
631-828-7400 or the number circled on your folder  
Tell Them You NEED THE IV NURSE ON CALL**

References

Infusion Nurses Society. "Infusion Nursing Standards of Practice." *Journal of Infusion Nursing* 34, no. 1S (January/February 2011): S110.  
New York State Department of Health, *Safe Sharp Disposal*. 2/13 <http://www.health.state.ny.us/publications/0909.pdf> (accessed 3/24/14).  
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