



## POLE MOUNTED CADD SOLIS ADMINISTRATION PROCEDURE (MINI BAG PLUS IN CONTINUOUS MODE)

Properly administering your medication via the Pole Mounted CADD Solis at home is important to your safety. Please call 1-800-755-4704 if you have any questions or concerns at all while administering the medication. We are available 24 hours a day, 7 days a week. In the event of an emergency, always call 911.

### For teaching guides and videos:

<https://chartwellpa.com/patients/patient-teaching-guides.asp>

<https://www.chartwellpa.com/patients/infusion-teaching-videos.asp>

QR Code :



### SUPPLIES:

- Mini bag plus bag of medication
- CADD tubing with in-line filter  
**(change DAILY unless otherwise instructed)**
- IV Pole with wheels
- CADD Solis pole clamp
- (2) Sodium Chloride/Saline prefilled syringe
- (1) Heparin prefilled syringe (if indicated)
- Alcohol/Antiseptic wipes
- CADD Solis Pump with Rechargeable battery
- 4-AA batteries for emergency backup only

### SASH FLUSH PROCEDURE:

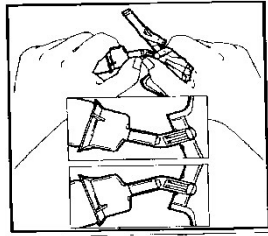
- S Saline \_\_\_ ml
- A Administer medication as instructed by your nurse
- S Saline \_\_\_ ml
- H Heparin \_\_\_ ml (if required)

### PROCEDURE:

1. Clean work area. Gather supplies. Wash Hands thoroughly for at least 20 seconds.
2. Check medication labels for name, drug, frequency, and expiration. Inspect the medication bag for any cracks, leaks, particulate matter, and clarity of medication. Contact Chartwell for any discrepancies or concerns.
3. Prepare your prefilled syringes for flushing your IV catheter, as instructed by your nurse.



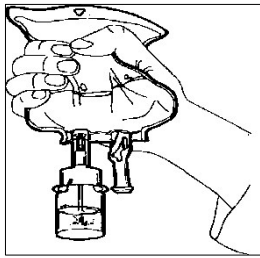
4. Prepare mini bag as follows:



**Step 1:**

Squeeze bag and check vial for any system leaks. Use only if the vial is fully sealed and dry. Bend up then down to break the seal.

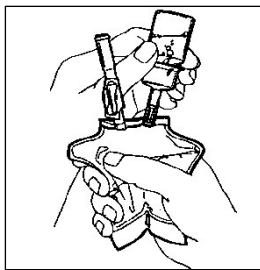
---



**Step 2:**

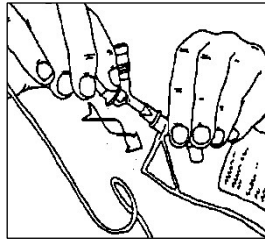
Hold the bag with vial down. Squeeze solution into the vial until it is half full. Shake the bag to suspend the drug into the solution.

---



**Step 3:**

Hold the bag with the vial upside down. Squeeze the bag to force the air into the vial. Release to drain suspended drug from the vial. Repeat these steps until the vial is empty of the drug and the solution is thoroughly mixed.

**Step 4:**

Make sure the drug is completely dissolved. Do not remove the drug vial from the bag.

5. Remove CADD tubing with in-line filter from package. Remove the blue clip from the top of the cassette by pulling up on the blue clip. Removing blue clip causes flow stop to close, preventing unintended gravity flow.
6. Remove protective tab from entry port of medication bag.
7. Remove the cover from the spike on tubing and insert spike into medication bag using a pushing twisting motion. **DO NOT TOUCH SPIKE.**
8. Press the Power button on the right side of pump. Pump will make a series of beeps. Main screen will appear with pump mode showing and **“READY TO BEGIN”** in center of screen.
9. Open cassette latch lever 90 degrees and attach new tubing to pump (hook hinged end first). Push up on the cassette until it firmly clicks into place OR place the pump upright on a firm, flat surface and then press down on the latch side of the pump until the cassette clicks into place. Close Latch.

**\*NOTE:** Do not force latch. If you are unable to latch the cassette with minimal to no resistance, the cassette is not in the proper latching position. Unlatch the cassette and repeat the process. Top of screen will flash **“High Volume or Standard Administration Set Latched”**.

10. Check the pump screen, if **RESET RESERVIOR VOLUME TO \_\_\_\_\_? ML** appears, press **“YES”** on keypad. **\*\*\*This question will not appear during initial infusion\*\*\***
11. Pump will then display **“PRIME TUBING?”** Press **“YES”** on keypad. Make sure any clamps on tubing are open and turn pump on its side (latch-side down) to assist with the removal of air bubbles. Pump screen will read **“Disconnect tubing from patient, open clamps then press Prime”**. Press **“PRIME”** on keypad, until a drop of fluid comes out.
12. Attach CADD Solis pump to pole clamp on IV pole.
13. Clean the injection cap on the end of your IV catheter with a new alcohol/antiseptic wipe vigorously for 30 seconds and let air dry for 60 seconds.



14. Attach a prefilled Sodium Chloride/Saline syringe to the injection cap of your IV catheter and flush the IV catheter as instructed by your nurse.
15. Disconnect the syringe from the injection cap of your IV catheter and discard.
16. Clean the injection cap on the end of your IV catheter with a new alcohol/antiseptic wipe vigorously for 30 seconds and let air dry for 60 seconds.
17. Remove protective cap from the end of the CADD tubing and attach tubing to the injection cap on the end of your IV catheter. **\*\*Do NOT TOUCH END OF TUBING\*\***
18. If administering a partial dose, reset the reservoir volume at this time. Press **“TASKS”** on keypad. **“RESET RESERVIOR”** will be highlighted, press **“SELECT”** on keypad. Pump will read **“RESET RESERVOIR VOLUME TO ML?”** Press **‘YES’**.

**\*NOTE:** After a short time, the display turns itself off to save power. To reactivate display screen, press any white button on the keypad.

19. When **“START PUMP?”** Displays on the pump screen, press **“YES”** on the keypad. This will start the infusion. The pump will display that it is running, and the green indicator light will flash.

### **AT THE END OF THE INFUSION:**

20. When infusion is completed, the pump will alarm and display **“RESERVOIR VOLUME IS ZERO-PUMP STOPPED”**. Press **“ACKNOWLEDGE”** to stop alarm.

**NOTE: The tubing is to be changed DAILY. Reuse the same tubing when administering more than one infusion per day.**

21. Turn pump off by pressing the Power button on the right side of pump.
22. Disconnect the tubing from the injection cap of your IV catheter.
23. If another dose of medication is to be administered the **SAME** day, place a light blue protective cap on the end of the tubing, keeping it sterile.
24. Clean the injection cap on the end of your IV catheter with an alcohol/antiseptic wipe vigorously for 30 seconds and let air dry for 60 seconds.
25. Attach a prefilled Sodium Chloride/Saline syringe to the injection cap of your IV catheter and flush the IV catheter as instructed by your nurse.
26. Disconnect the syringe from the injection cap of your IV catheter and discard.

**If your catheter requires the Use of Heparin: Complete steps 27-29, otherwise skip to step 30.**



27. Clean the injection cap on the end of your IV catheter with an alcohol/antiseptic wipe vigorously for 30 seconds and let air dry for 60 seconds.
28. Attach a prefilled Heparin syringe to the injection cap of your IV catheter and flush the IV catheter as instructed by your nurse.
29. Disconnect the syringe from the injection cap of your IV catheter and discard.
30. Remove medication bag/tubing or cassette from pump and discard if all infusions are completed for the day.
31. Flush any additional lumens as directed in your plan of treatment.
32. Wash hands thoroughly, for at least 20 seconds.

**\* All supplies and waste can be double bagged and disposed of with your household garbage\***

**\*NOTE:** The CADD Solis pump runs on a rechargeable battery and will need plugged into a wall jack using the AC adaptor for 4-6 hours daily to recharge. In an emergency, the CADD Solis pump can run on 4-AA batteries. Please refer to the patient teaching handout for instructions of how to charge the CADD Solis pump or change the 4-AA batteries.

**Note:** If you are relying on battery power, and the yellow and green light on the top left corner of the pump starts blinking, and a **“Battery Depleted”** or **“Battery Low”** message appears on the display screen, you should change the batteries. Refer to CADD Solis Pump Disposable Battery Change Sheet.