

INTRAVENOUS ADMINISTRATION VIA GRAVITY USING VIAL MATE 10 gtts

Properly administering your medication via gravity/Vial Mate 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>

SUPPLIES:

- IV bag with medication vial attached
- IV tubing (**tubing to be changed DAILY**)
- (2) Sodium Chloride (Saline) prefilled syringes
- (1) Heparin prefilled syringe (if indicated)
- Alcohol or antiseptic wipes
- (1) Light blue sterile cap
- IV Pole

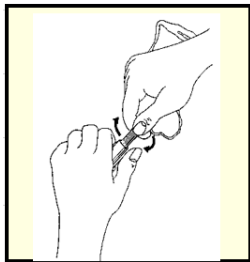
SASH FLUSH PROCEDURE:

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

PROCEDURE:

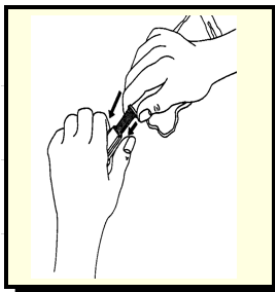
1. Clean work area. Gather supplies. Wash hands thoroughly for at least 20 seconds.
2. Check medication labels for name, drug, frequency, and expiration. Inspect the medication bag for any cracks, leaks, particulate matter, and clarity of medication. Contact Chartwell for any discrepancies or concerns.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

Activation:



Step 1:

To mix, hold the white vial gripper firmly in one hand and the blue port adaptor in the other hand. Twist slightly to line up the ribs of the blue port adaptor and white vial gripper.



Step 2:
Push the blue port adaptor fully into the white gripper.

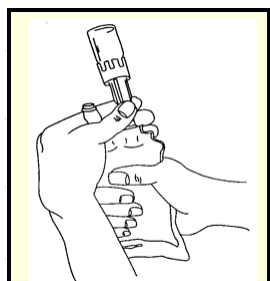
Reconstitution:



Step 1:
Hold bag above vial. Gently squeeze the solution until the vial is about half full.



Step 2:
Fold vial up to rest against IV solution bag. While holding vial and bag together, shake to mix drug into solution.



Step 3:
Hold the bag with the vial upside down. Squeeze the bag to force air into the vial. Release to drain the suspended drug into vial. Repeat these steps until the vial is empty of drug and the solution is thoroughly mixed. ****DO NOT remove the drug vial from the bag****

After drug reconstitution is complete:

5. Remove gravity tubing within line filter from package. Close the roller clamp.
6. Remove protective tab from entry port to medication bag
7. Remove cover from spike on tubing and insert spike into medication bag using a pushing-twisting motion. **DO NOT TOUCH SPIKE.**
8. Hang medication bag on IV pole. Squeeze drip chamber, filling chamber ½ full.
9. Prime entire length of the tubing with medication by slowly opening the roller clamp and inverting the filter until the tubing fills completely with fluid. When a droplet of fluid is noted at the end of the tubing, close the roller clamp.
10. Clean the injection cap on the end of your IV catheter with an alcohol/antiseptic wipe vigorously for 30 seconds and air dry for 60 seconds.
11. 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.
12. Disconnect the syringe from the injection cap of your IV catheter and discard.
13. Clean the injection cap on the end of your IV catheter with a new alcohol/antiseptic wipe vigorously for 30 seconds and air dry for 60 seconds.
14. Remove protective cap from the end of the gravity tubing and attach tubing to the injection cap on the end of your IV catheter. ****Be careful to avoid touching the tip of the tubing****
15. To administer your medication, slowly open the roller clamp to begin the infusion. Adjust roller clamp to the desired number of drops and monitor flow rate throughout the infusion. Adjust the clamp per your Chartwell Pharmacy Plan of Treatment (POT). ****Note- Refer to Conversion Table to calculate drops per minute**

AT THE END OF THE INFUSION:

16. When the medication bag is empty, close the roller clamp and disconnect tubing from the injection cap of your IV catheter.
17. 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 (****See note below**).
18. Clean the injection cap on the end of your catheter with an alcohol/antiseptic wipe vigorously for 30 seconds and let air dry for 60 seconds.
19. 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.

20. Disconnect the syringe from the injection cap of your IV catheter and discard.

If your catheter requires the Use of Heparin: Complete steps 21-23, otherwise, skip to 24.

21. 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.
22. Attach a prefilled syringe of Heparin to the injection cap of your IV catheter and flush your IV catheter as instructed by your nurse
23. Disconnect the syringe from the injection cap of your IV catheter and discard.
24. Flush any additional lumens as directed in your plan of treatment.
25. 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 gravity tubing is to be changed DAILY. You will reuse the tubing when administering more than one infusion per day by attaching a new bag of medication.**

NOTES:

CONVERSION TABLE FOR 10 DROP PER ML TUBING	
PRESCRIBED ML/HOUR	DROPS/ MINUTE
6	1
12	2
18	3
24	4
30	5
36	6
42	7
48	8
54	9
60	10
66	11
72	12
78	13
85	14
90	15
96	16
102	17
108	18
114	19
120	20
126	21
132	22
144	24
150	25
180	30
198	33
204	34
210	35
240	40
252	42