



7-01-006

DIAL-A-FLOW ADMINISTRATION PROCEDURE

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Properly administering your medication via the dial-a-flow tubing 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 medication bag
- Dial-a-flow tubing (**change daily**)
- (2) Sodium Chloride/Saline pre-filled syringes
- (1) Heparin pre-filled syringe (if indicated)
- (1) Light blue syringe tip cap
- Alcohol/antiseptic wipe

SASH FLUSH PROCEDURE:

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

PROCEDURE:

1. Gather supplies. Clean work area. Wash hands thoroughly, for at least 20 seconds.
2. Check medication label 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. Remove Dial-a-flow tubing from package and turn dial to "OFF" position.
5. Make sure roller clamp is closed. Remove protective tab from entry port to medication bag.
6. Remove cover from spike on tubing and insert spike into medication bag using a pushing-twisting motion. **DO NOT TOUCH SPIKE.**



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7. Hang medication bag on IV pole. Squeeze drip chamber, filling chamber ½ full.
8. Open the clamp on the tubing.
9. Prime the entire length of the tubing by slowly turning the dial to “OPEN” position. When a droplet of fluid is noted at the end of the tubing, turn dial to “OFF” position. **Should we have to check line for air bubbles? Do we want to turn it to the off position or just roll the clamp down?**
10. Clean the injection cap on the end of your catheter with alcohol/antiseptic wipe vigorously for 30 seconds and air dry for 60 seconds.
11. Flush your catheter with Sodium Chloride/Saline as instructed by your nurse.
12. Clean the injection cap on the end of your catheter with new alcohol/antiseptic wipe vigorously for 30 seconds and air dry for 60 seconds.
13. Remove the protective cap from the end of the 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.****
14. Turn the dial to begin the infusion. Adjust the dial to the setting instructed by your nurse. Administer medication per your Chartwell Plan of Treatment (POT), monitoring infusion progress while medication is being dispensed.

AT THE END OF THE INFUSION:

15. When the medication bag is empty, turn dial to “OFF” position, close the roller clamp, and disconnect tubing from injection cap of your IV catheter. **I don't believe we need to roll the clamp and turn to off position. We should just roll the clamp. We are giving them unnecessary steps to do.**
16. If another dose of medication is to be administered the same day, place a light blue syringe tip cap on the end of the tubing, keeping it sterile (****see note at end of document**).
17. Clean the injection cap on the end of your catheter with an alcohol/antiseptic wipe vigorously for 30 seconds and air dry for 60 seconds.
18. 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.
19. Disconnect the syringe from the injection cap of your IV catheter and discard.

If your catheter requires the Use of Heparin: Complete steps 20-22, otherwise, skip to 23



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20. Clean the injection cap on the end of your catheter with an alcohol/antiseptic wipe vigorously for 30 seconds and air dry for 60 seconds

21. Attach a prefilled Heparin syringe to the injection cap of your IV catheter and flush the IV catheter as instructed by your nurse.

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

23. Flush any additional lumens as directed in your plan of treatment.

24. Wash hands thoroughly, for at least 20 seconds.

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

****NOTE: The 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: