

How to Change Your Medicine Bag

CADD Solis VIP Ambulatory Infusion Pump

Follow these steps:

1. Get ready.
2. Take off the used medicine bag.
3. Attach a new medicine bag and tubing.
4. Reset the reservoir volume.
5. Prime the tubing, if needed.
6. Check the reservoir volume.
7. Infuse your medicine.

Step One: Get ready

1. Select a clean work area and disinfect the area with disinfectant wipes. Let it air dry.
2. Wash your hands for 20 seconds with liquid soap and water. Dry them well.
3. Gather these supplies:
 - New medicine bag
 - Alcohol wipes
 - IV tubing (if it's **not** already attached to the medicine bag)
 - One (1) syringe of saline solution (0.9% sodium chloride), if needed*
 - 4 AA batteries if this is first infusion of the day (Change batteries daily)

* If you are infusing **inotropes or pain medicine**, you won't flush the line, and you don't need the syringe.

If you need help preparing the syringe, see the info sheet called [Flushing the Line with Heparin, Saline or Citrate](#).

Step Two: Take off the used medicine bag

1. Take the pump and tubing out of the carrying case, if you have one.
2. Make sure the pump is stopped. If **not**:
 - a. Press the "Stop/Start" button on the pump.
 - b. When "Stop the pump?" appears on the screen, select **Yes**.
3. Close the clamp on your IV line, if you have one.
4. Close the CADD tubing clamp.
5. Disconnect the used CADD tubing from your IV line:
 - a. Twist the tubing off the IV line, **making sure the blue end cap stays on**.
 - b. Pull down on the cassette latch until the cassette comes off.
6. Throw away the old tubing and used bag.



Pull down on the cassette latch until the cassette comes off.

If the CADD tubing is attached to the medicine bag, go to **Step Three**. If the tubing is **not** attached, follow these steps first:

1. Take the tubing out of the package and close the clamp.
2. Take the cover off the port of the medicine bag.
3. Take the cover off the spike of the IV tubing. **Don't let either end touch anything.**
4. Push the spike into the port of the medicine bag.

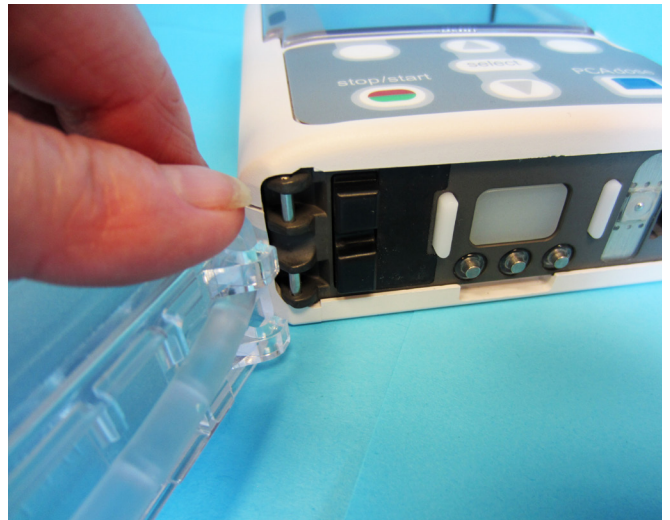
Step Three: Attach a new medicine bag and tubing

1. Turn on the pump. Make sure the clamp on the tubing is closed.
2. Open the cassette latch on the pump.



Open the cassette latch on the pump.

3. Pull upward to remove the blue flow stop device and discard it. Insert the tubing cassette hooks into the hinge pins on the bottom of the pump.



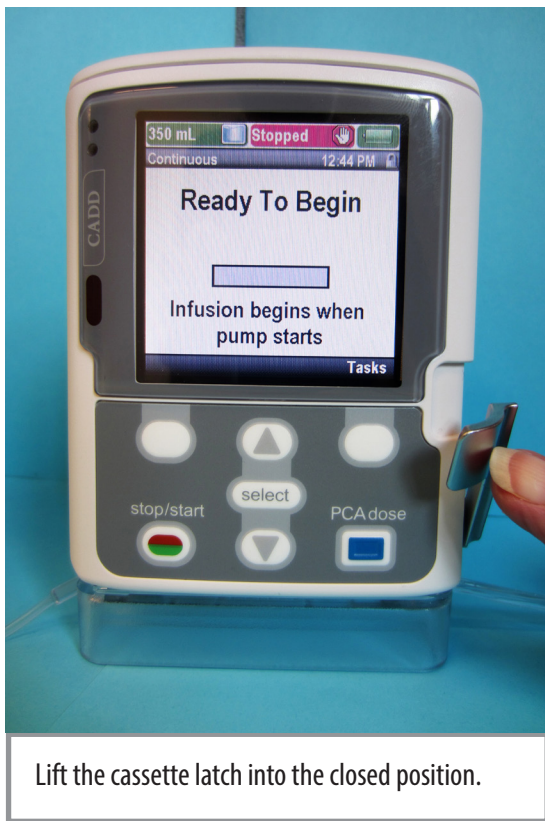
Insert the tubing cassette hooks into the hinge pins on the bottom of the pump.

4. Swing the cassette to the latched position.



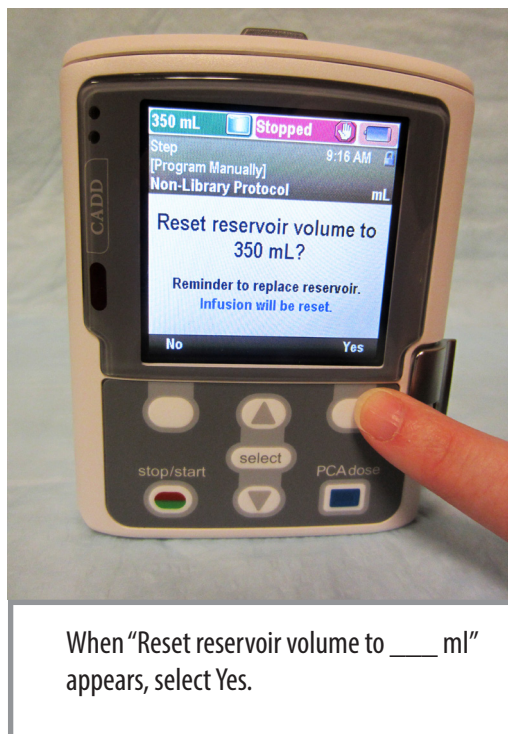
Swing the cassette to the latched position.

5. Stand the pump upright on a hard, flat surface.
6. Press down on the latch side of the pump so the cassette fits tightly against the pump.
7. Lift the cassette latch into the closed position. If it sticks when you try to close it, unlatch the cassette and try putting it on again.



Step Four: Reset the reservoir volume

When “Reset reservoir volume to ____ mL?” appears on the screen, select Yes.



Step Five: Prime the tubing, if needed

“Prime tubing?” will appear on the screen:

If your medicine bag came with tubing attached:

1. Select No. The screen will then say, “Start pump?”
2. Select No and go to Step Six.

If you attached the tubing to the medicine bag, you’ll need to run the medicine until it drips out the end of the tubing. This is called “priming” the tubing. (Note: Never prime the tubing while it’s attached to your IV line. Disconnect it from the line first.)

Follow these steps to prime the tubing:

1. Open the clamp on the IV tubing. “Prime tubing?” will appear on the screen.
2. Select Yes. You’ll see this message: “Disconnect tubing from patient, open clamps, then press ‘Prime.’”
3. Select Prime. The medicine will run down through the tubing. During priming, hold the filter with the arrow pointing up. This lets the filter fill with fluid and removes the air.



- When the medicine reaches the end of the tubing, and there are no more air bubbles, select **Stop priming**. (If “Continue priming?” appears on the screen, select No.)
- “Start pump?” will appear on the screen. Select No.

Notes:

- Don't prime the tubing when it's attached to your IV line.
- If priming stops before all the air is gone from the tubing, select **Yes** at the “Continue priming?” prompt. Wait until all the air bubbles are gone. Then select **Stop priming**.

Step Six: Check the reservoir volume

- Check that the Reservoir Volume number (at upper-left corner of the pump screen) matches the “Res Vol” number on the medicine bag label.



The Reservoir Volume number is in the top left corner in the status bar. The screen will show whether the pump is programmed for “Continuous” or “Intermittent” mode.

- If the volumes don't match, follow these steps to reset the reservoir volume by hand. (Note: If you primed the tubing, your pump may be 10 to 20 ml lower than the amount listed on the bag. In this case, you **don't** need to reset the volume—skip to Step Seven.)
 - Select **Tasks**.
 - Select **Reset Reservoir Volume**. “Reset reservoir volume to ___ ml?” will appear.
 - Select **Yes**.
 - Select **Back** to return to the home screen.
 - Check if the reservoir volume on the screen matches the “Res Vol” on your medicine bag.
 - If the reservoir volumes match, you're ready to go to **Step Seven: Infuse your medicine**.
 - If the volumes still don't match, call your Home Infusion team. **Don't** infuse your medicine.

Step Seven: Infuse your medicine

- Set the pump and medicine bag aside.
 - Use a fresh alcohol pad to scrub the end cap on your IV line. Scrub for 15 seconds and let air-dry.
- If you are infusing inotropes or pain medicine, skip steps 3, 4, and 5 below. Go straight to step 6.
- Twist on the syringe of saline solution (0.9% sodium chloride).
 - Open the clamp on your IV line, if you have one. “Pulse” flush your IV line with the saline solution.
 - Use a fresh alcohol pad to scrub the end cap on your IV line again. Scrub for 15 seconds and let air-dry.
 - Twist the plastic cover off the end of the medicine tubing. **Don't touch the end of the tubing.**

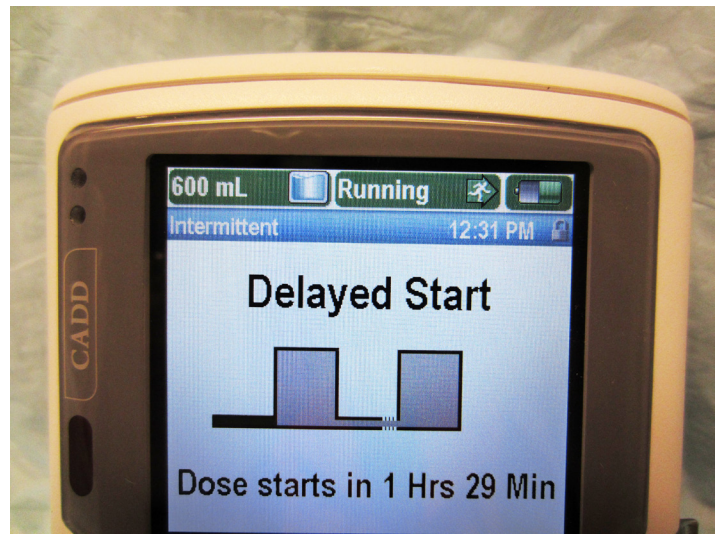
7. Insert the tubing into the end cap on your IV line.
Twist to secure the tubing, just like your nurse showed you.
8. Open the clamp on your IV line, if it isn't already open.
9. Begin the infusion:
 - Press the stop/start button. "Start pump?" appears on the screen. Select Yes.
 - The word "Running" will appear in the status bar at the top of the pump screen, and the green light will blink while the pump is infusing. The screen will also show if the pump mode is "Continuous" or "Intermittent."
10. Put the pump in the carrying case, if you have one.

Always remember to:

1. Wash your hands before touching supplies.
2. "Scrub the hub"—clean the end cap on your IV line for 15 seconds before connecting to it.



Continuous mode



Intermittent mode