Using Your Syringe Pump (T34L)

Important: Do not change any of the supplies listed here. Keep supplies away from children.

Use these instructions with every infusion.

Only persons trained by Fairview Home Infusion may give you your IV medicines. If an untrained person gives you IV medicine, this could cause serious problems, including death. Call your nursing service if someone needs training.

1. Gather these supplies:
   – Alcohol pads
   – Syringe pump
   – Tubing (if not yet attached to the syringe)
   – Medicine syringe (check for correct name, drug, dose and discard date)
   – Two syringes of 0.9% sodium chloride (saline solution)
   – One syringe of Heparin Lock Flush (if needed).

2. Wash your hands well for 15 seconds.
   Use liquid soap. Skip steps 3, 4 and 5 if tubing is already attached to the syringe.

3. Remove the IV tubing from package.

4. Remove the cap on the end of the syringe.
   Be careful not to touch the tip of the syringe.
   Remove the blue cap from the tubing. Twist the tubing onto the syringe tip until it is tight.

5. Slowly push on the plunger of the syringe until the medicine reaches the end of the tubing.

6. Use a fresh alcohol pad to scrub the blue cap on your IV line. Scrub for 15 seconds.

7. If you have a clamp on your IV line, open it.

8. Flush the line with one syringe of 0.9% sodium chloride.

9. Before you turn on the pump, make sure the syringe is not attached to the pump and the barrel clamp arm is down.

10. Press the On/Off key to turn the pump on.

11. The pump will begin pre-loading. This will cause the actuator to move. Wait until it stops moving and this message appears on the screen:
    LOAD SYRINGE

12. The actuator should return to the start position of the last infusion. If the actuator is not in the correct position to load the syringe: Find the right position by first holding the syringe above the pump. Then use the FF button to move the actuator to the left and the Back button to move it to the right.

If you are deaf or hard of hearing, please let us know. We provide many free services including sign language interpreters, oral interpreters, TTYs, telephone amplifiers, note takers and written materials.

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13. Lift the **barrel clamp arm** to load the syringe into the pump. Position the syringe by its **collar** and **plunger**. Lower the barrel clamp onto the syringe.

14. The pump will detect the size and brand of the syringe (10ml BD Plastipak). If the correct brand does not show on the screen, use the + or – keys to scroll to the correct brand. Press **YES** to confirm the syringe brand.

15. The screen will display the volume, duration and rate of infusion.

   - **Volume**: 12 ml
   - **Duration**: 24:00
   - **Rate**: 0.5 ml/h

16. Press **YES/START** to confirm the pre-set infusion program. The pump will read: “Start Infusion?”

17. Use a fresh alcohol pad to scrub the blue cap on your IV line. Scrub for 15 seconds.

18. Twist the white cap off the tubing connected to the medicine syringe. Twist the tubing onto the blue cap on your IV line until it is tight.

19. Press the **YES/START button** on the pump to begin the infusion.

20. During the infusion, the screen will show **time remaining** (top line), **rate of infusion** (center line), **pump delivering** with **syringe size and brand** (bottom line).

    - **Time Remaining**: 23:58
    - **Rate**: 0.5 ml/hr
    - **Pump Delivering**: 10 ml BD Plastipak

21. Do NOT remove the syringe from the pump while it is connected to your IV catheter.

22. If you need to pause the infusion, push the **STOP/NO button**. To resume the infusion, press the **YES/START button**.

23. Check the pump periodically to make sure it is infusing. During the infusion, you can see the volume to be infused (VTBI) and volume infused (VI) by pushing the **INFO button**.

24. The pump will flash “NEAR END” close to the end of the infusion time.

25. When the infusion is complete, the pump will beep and the screen will prompt you to “End the program.”

26. Press **YES** to confirm.

27. Press and hold down the **OFF button** until the bar fills to the off position and you hear the beep.

   ![OFF button](image)

   **WAIT FOR BEEP**
28. Remove the tubing from the blue cap on your IV line. (Hold the cap and twist.)

29. Use a fresh alcohol pad to scrub the blue cap on your IV line. Scrub for 15 seconds.

30. “Pulse flush” your IV line with another syringe of 0.9% sodium chloride. If you will not use Heparin, close your clamp (if you have one), before removing the empty syringe.

31. If you will need Heparin: Scrub the blue cap on your IV line for 15 seconds with a clean alcohol pad. “Pulse flush” your IV line with the syringe of Heparin Lock Flush. Close the clamp before you remove the empty syringe.

32. Remove the empty syringe from the pump.

33. Throw your used supplies into the household trash, unless we tell you not to.

You may take the next dose of medicine out of the refrigerator. Or follow your nurse’s instructions. If you have any problem with your infusion, please call us at the number below.

You must recharge the pump when the battery is low. You can see the battery level by pushing the INFO button twice when the pump is on.

Clean the pump with a damp cloth. Use a mild detergent if needed. Do NOT clean the pump with harsh chemicals.

Do NOT place the pump into any type of liquid; this could damage its parts. If fluid is spilled on the pump, clean and dry it right away.

The pump and power cord belong to Fairview Home Infusion. You must return them after you complete your therapy or you may be charged for the full cost of the pump.

**Alarm conditions:** When the pump detects a problem, the infusion will stop, the LED light will turn red, and you will hear an alarm and see a message on the display screen.

<table>
<thead>
<tr>
<th>Alarm/Alert</th>
<th>Possible cause</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occlusion/Syringe empty</td>
<td>Blocked IV line</td>
<td>Flush the IV line if able</td>
</tr>
<tr>
<td>Check line &amp; syringe Press YES to confirm</td>
<td>IV line is clamped</td>
<td>Open the clamp</td>
</tr>
<tr>
<td>Blockage may be cleared</td>
<td>Tubing is kinked or trapped</td>
<td>Adjust the tubing</td>
</tr>
<tr>
<td>Syringe is empty</td>
<td>Syringe placed wrongly Check syringe and re-position if needed</td>
<td></td>
</tr>
<tr>
<td>Pump paused too long</td>
<td>Pump has been in STOP mode for over 2 minutes Resume pump set up or start the infusion. Turn pump off if not needed</td>
<td></td>
</tr>
<tr>
<td>Near end alert (Infusion will continue)</td>
<td>Nearing end of infusion Prepare to change syringe or turn pump off</td>
<td></td>
</tr>
<tr>
<td>End program Press YES to confirm</td>
<td>Infusion is done Turn the pump off or allow it to go to KVO mode if set</td>
<td></td>
</tr>
<tr>
<td>Low battery alert (Infusion will continue)</td>
<td>Battery is low Prepare to charge battery</td>
<td></td>
</tr>
<tr>
<td>End battery</td>
<td>Battery is dead Charge battery</td>
<td></td>
</tr>
</tbody>
</table>
## If you have problems:

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible cause</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pump will not start</td>
<td>Battery low or dead</td>
<td>Charge battery</td>
</tr>
<tr>
<td></td>
<td>Faulty pump</td>
<td>Need Service</td>
</tr>
<tr>
<td>Infusion ends early or infuses too slowly</td>
<td>Incorrect rate set</td>
<td>Check rate shown</td>
</tr>
<tr>
<td></td>
<td>Wrong syringe brand found during set up</td>
<td>Check syringe brand</td>
</tr>
<tr>
<td></td>
<td>Faulty pump</td>
<td>Need Service</td>
</tr>
<tr>
<td>Pump stops before syringe is empty</td>
<td>Battery run down</td>
<td>Charge battery and select <strong>Resume</strong> to finish infusion</td>
</tr>
<tr>
<td></td>
<td>Kinked or trapped tubing</td>
<td>Readjust the tubing</td>
</tr>
</tbody>
</table>

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