Supplies Needed:

- Cassette of medication
- Gloves
- 1 Sodium Chloride (saline)
- 1 Red cap
- 9 volt battery (1st infusion & when change is due)

1. Clean work area, wash hands well, gather supplies, and put on gloves.

2. Verify medication label contains the correct patient name, medication name, dose, and expiration date. If ANY of the information is incorrect, STOP and call Chartwell.

3. If tubing IS due to be changed, you will need to follow the other teaching sheet that gives instructions on priming the tubing/starting the infusion.


5. Close clamp on pump tubing and IV line.

6. Remove pump tubing from IV line and place a new cap on end of pump tubing and set aside.

7. Attach a saline syringe to IV line. Open clamp on IV line and flush IV line using the push/pause method. Leave saline syringe attached to IV line.

8. Remove old cassette of medication from pump.

9. Remove pump tubing from “pigtail” on old cassette. (Pigtail is the short end that comes out of the cassette). Dispose of the old cassette.

10. Remove cap from end of “pigtail” on new cassette and connect to pump tubing.

11. If battery needs to be replaced, place a new 9 volt battery into pump and allow pump to complete self-test (series of 6 loud beeps) BEFORE proceeding to next step.

12. Remove saline syringe from IV line. Remove protective cap from end of pump tubing. Attach pump tubing to IV line.
Name: ____________________________________________  Date: _____________________

13. Attach new cassette of medication onto pump. Make sure cassette is flush against pump. For best results, press down on hard surface while turning key.

14. The pump will show message confirming “Admin set latched”. If you do not see this message, unlatch administration set and re-latch.

15. Press NEXT key. The screen will ask “Reset Reservoir Volume to ______ ml?” (This is the originally programmed volume.) Press Y key.


17. Open clamp on pump tubing.

18. The screen will ask “Start the pump?” Press Y key to start pump.

19. The pump will automatically review and display programmed settings. Verify screen reads:

- ☐ RUNNING (continuous infusion) @ _______ ml(s)/hr
  { OR }
- ☐ DOSING (dose given every ____ hours) @ _____ ml(s)/hr over ______ hour(s)

* KVO (Keep Vein Open in between doses) = 0.5 mls/hr
  ❖ “Delay” means the pump IS infusing at a KVO rate, but has not yet given a dose.

20. Dispose of all used supplies by double bagging and placing in trash.