**CADD® Pump – Priming a Cassette**  
(Antibiotics Using a MicroClave® Clear Valve)

**Supplies Needed:**
- Cassette of medication
  - 1 – Sodium Chloride (saline)
- New package of CADD® pump tubing
  - Gloves
- 9 volt battery *(if battery change is due)*

1. Clean work area, wash hands, 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. Remove new pump tubing from package and close clamp(s).

4. If present, remove blue clip attached to rectangular portion of pump tubing.

5. Remove cap from end of “pigtail” on new cassette and connect to pump tubing. (Pigtail is the short end that comes out of the cassette).
   - Make sure to attach *light blue-tinted* end to cassette pigtail. The *purple-tinted* end will be connected to patient in a later step.

6. Press **STOP/START** key. Press **Y** key to stop pump.

7. Close clamp on pump tubing.

8. Disconnect pump tubing from IV line and set aside as it will be discarded.

9. Attach a saline syringe to IV line and flush IV line using the push/pause method. Leave syringe attached to IV line.

10. Remove cassette from pump and discard tubing and cassette by double bagging.

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

13. The pump will show message confirming “admin set latched”. If you do not see this message, unlatch administration set and re-latch.
14. Press NEXT key. The screen will ask “Reset Reservoir Volume?” to ______________ (which is the originally programmed volume.) Press Y key. *(Note: You will not see this prompt for the very first infusion)*

15. The pump will prompt you to begin priming by asking “Prime Tubing?” Open clamp on pump tubing and press Y key. Press and hold Y key until pump tubing is fully primed. If the key is released and you are not finished priming, press and hold Y key until priming is complete.


17. Pump will return to start screen and prompt “Start the Pump?” Do not press Y or N at this time.

18. Remove saline syringe from IV line. Remove protective cap from end of pump tubing. Attach pump tubing to IV line.

19. Open clamp on pump tubing.

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

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

   - Box-running (continuous infusion) @ __________ ml(s)/hr
   - { OR }
   - Box-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.

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