

Home Care Guidelines



Consultation, training and service
1-800-30-68-68
www.homecure.co.il



537-JUL-2018

Awareness to flaws and defects
Total parenteral nutrition (TPN) system
If you are not sure the system is working properly, or if you encounter any problem during treatment - contact the treating staff

Problem	Treatment
In case of a problem that requires you to stop TPN administration, close the clamp that is on the catheter before disconnecting / discontinuing pump operation	
The infusion system disconnects from the catheter	<ul style="list-style-type: none">Close the clamp that is on the catheter, clean the connection area with Alcoxidine and change the infusion systemReconnect the system according to the connection instructions
A tear in the catheter	<ul style="list-style-type: none">Immediately close with the clamp, as close as possible to the body, and go to the nearest hospital
Leakage from the bag	<ul style="list-style-type: none">Do not use the bag, but keep it for inspection
Appearance of air in the tube	<ul style="list-style-type: none">Disconnect the infusion set from the catheter plug under sterile conditionsPerform the air removal action using the pumpRestart the catheter connecting process under sterile conditions
The infusion is not dripping, the pump is beeping	<ul style="list-style-type: none">Make sure the infusion system is open and that there is no kinking throughout the systemMake sure there is no kinking or bending of the catheterMake sure the catheter clamp is openMake sure the flow regulator (if applicable) is openIf everything is in working order – flush the catheter with a sterile solution using a saline and/or heparin flush syringeAfter completing the flushing, reconnect to the tip of the infusion setIf flushing was not successful and did not solve the problem, i.e. there is still blockage and no flow – contact the treating staffIn case of a pump malfunction – contact the technical backup service
Pain, tenderness, redness or swelling at the infusion site	<ul style="list-style-type: none">Discontinue medication administration and contact the treating staff
Catheter dislodges	<ul style="list-style-type: none">Place sterile gauze pad dressing on the site and contact the treating staff
Rash, dizziness, chills, fever above 38 °C or any adverse effect	<ul style="list-style-type: none">Discontinue the infusion and contact the treating staff
Leakage around the catheter or at the connection site to the catheter	<ul style="list-style-type: none">Make sure that the connection between the infusion set and the catheter is closed properlyMake sure the filter tip is not broken or crackedMake sure there is no tear in the catheter area – if there is a tear immediately contact the treating staff

Name of the treating nurse: _____ Telephone no: _____

Name of the treating physician _____ Telephone no: _____

Name of the backup technician: _____ Telephone no: _____

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Dear patient,
The Home Cure Division and the treating staff wish you rapid recovery and success in your home care. This information leaflet is designed to help you perform IV treatment at home, as prescribed by your physician and after receiving instructions from the professional staff.
This leaflet describes the treatment stages and helps you perform self-care at home.

- Treatment Principles
- ✓ Maintain hygiene during treatment
 - ✓ Follow the treatment stages
 - ✓ Care for the catheter and the auxiliary equipment
 - ✓ Strictly follow TPN administration time (according to physician's instructions)
 - ✓ Take proper care of the TPN bag – according to the pharmacy's instructions provided in a leaflet accompanying the equipment

- Examining the TPN bag
- ✓ Check that your name and ID No. indicated on the TPN bag label is correct
 - ✓ Check the expiration date (always make sure to use the previous equipment you received)
 - ✓ Examine the solution for uniformity
 - ✓ Ensure the TPN bag is intact and does not leak

If the details are incompatible – do not connect to the medication and contact customer service immediately

- Required equipment
- 1) TPN bag
 - 2) Infusion pole and pump (including base, charger and electric cable)
 - 3) Sterile sheet
 - 4) Sterile gloves and mask
 - 5) Infusion set + filter
 - 6) Sterile gauze pads
 - 7) Bottle of Alcoxidine (70% alcohol + 0.5% Chlorhexidine)
 - 8) Saline syringe flush (NaCl 0.9%)
 - 9) Heparin flush syringe
 - 10) Adhesive tape / Micropore
- In addition – a garbage bag



Sequence of actions for TPN administration

1. Preparing the TPN bag

Take the TPN bag out of the refrigerator 2 hours before connecting

- 1.1 Wash your hands with water and soap and dry them with a clean personal towel or a paper towel
 - 1.2 Hang the TPN solution bag on the infusion pole
 - 1.3 Take the infusion set out of the package
 - 1.4 Close the clamp that is on the infusion set
 - 1.5 Remove the cover from the tip of the appropriate tube in the TPN bag, remove the cover from the tip of the spike infusion set and insert the spiked tip into the bag by rotating with the text on the bag facing you, right connector, blue
- ### 2. Preparing the BodyGuard pump

- 2.1 Attach the pump base to the infusion pole in the designated place and secure it by rotating the pulley located in back
- 2.2 Connect the cable to the charger (at the bottom part of the base)
- 2.3 Plug the cable into the electric socket and verify that both lights at the bottom of the base are on. If the lights do not turn on, verify the connections and verify that the pump is properly positioned in the base
- 2.4 Open pump door (in the bottom part of the pump) by pulling the handle on the right side of the pump
- 2.5 Hold the infusion tube with both hands and insert it from left to right into the designated place in the pump (under the arrows). Make sure to include the key that is on the infusion tube, so that the protrusions are facing upwards, and the key is in its designated place on the right side
- 2.6 Pull the infusion tube and close the door by pressing on it with both hands, until you hear a "click"
- 2.7 Open the clamp on the infusion tube
- 2.8 Now you must remove air from the infusion set:

- A. Click the ON button
- B. Ignore the message on the screen and click PRIME
- C. The word AIR will appear on the screen; immediately click OK to confirm

Fluid is now pumped through the infusion tube, pushing the air out. If there is still air in the tube, open the pump door and close it by

pressing on it with both hands; click OK again and immediately

click PRIME to confirm

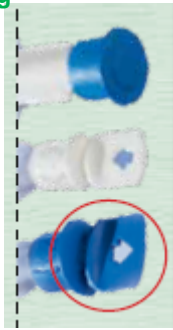
- 2.9 Volume: ____ ml will appear on the screen; set the volume recommended by the treating physician using the number keys; Click to confirm

- 2.10 Total time will appear on the screen; ____:____. set the number of hours recommended by the treating physician using the number keys (check hour and minute setting, for example 10:00); click to confirm
- 2.11 Ramp up time ____:____ will appear on the screen; set the ramp up time recommended by the treating physician using the number keys; click to confirm

- 2.12 Ramp down time ____:____ will appear on the screen; set the ramp down time recommended by the treating physician using the number keys; click to confirm
- 2.13 Maximum rate: ____ ml/hour, calculated by the pump automatically, will appear on the screen; click to confirm

The pump is ready for TPN administration

- 2.14 Stop the pump by clicking the button followed by a long click on the OFF button



Connecting for TPN administration

- 3.1 Wash your hands with water and soap and dry them with a clean personal towel or a paper towel
- 3.2 Wear a mask
- 3.3 Spread the sterile sheet on a clean surface
- 3.4 Open the package of sterile pads without touching the contents, place them on the sterile sheet and pour Alcoxidine on them
- 3.5 Open a sterile gauze pad and place the catheter tip on it
- 3.6 Ensure the catheter is closed using a clamp and a plug
- 3.7 Open the package of gloves and put them on under sterile conditions
- 3.8 Hold the catheter tip with a gauze, and using your other hand Disinfect the catheter plug with a gauze pad soaked in Alcoxidine - threetimes, using a new pad each time
- 3.9 Hold the saline syringe with gauze
- 3.10 Remove the cover from the saline syringe under sterile conditions, and ensure there is no air in the syringe
- 3.11 Connect the syringe tip to the catheter plug (by pressing and rotating)
- 3.13 Slowly inject the syringe contents
- 3.14 Close the clamp
- 3.15 Disconnect the syringe from the catheter plug by rotating, and discard the syringe in the garbage bag
- 3.16 Remove the cover from the infusion set tip and connect the infusion set to the catheter plug (by pressing and rotating)

- 3.17 Start the pump by clicking the ON button

- 3.18 Volume: ____:____ ml will appear on the screen; click to confirm

- 3.19 Total time will appear ____:____ on the screen; click to confirm

- 3.20 Ramp up time will appear on the screen; set the ramp up time recommended by the treating physician using the number keys; click to confirm

- 3.21 Ramp down ____:____ time will appear on the screen; click to confirm

- 3.22 Maximum rate: ml/hour, click to confirm

- 3.23 Open the clamps that are on the catheter and on the infusion tube
- 3.24 Remove the gloves

You are connected to the TPN program

End TPN administration and disconnect the TPN bag

Required equipment

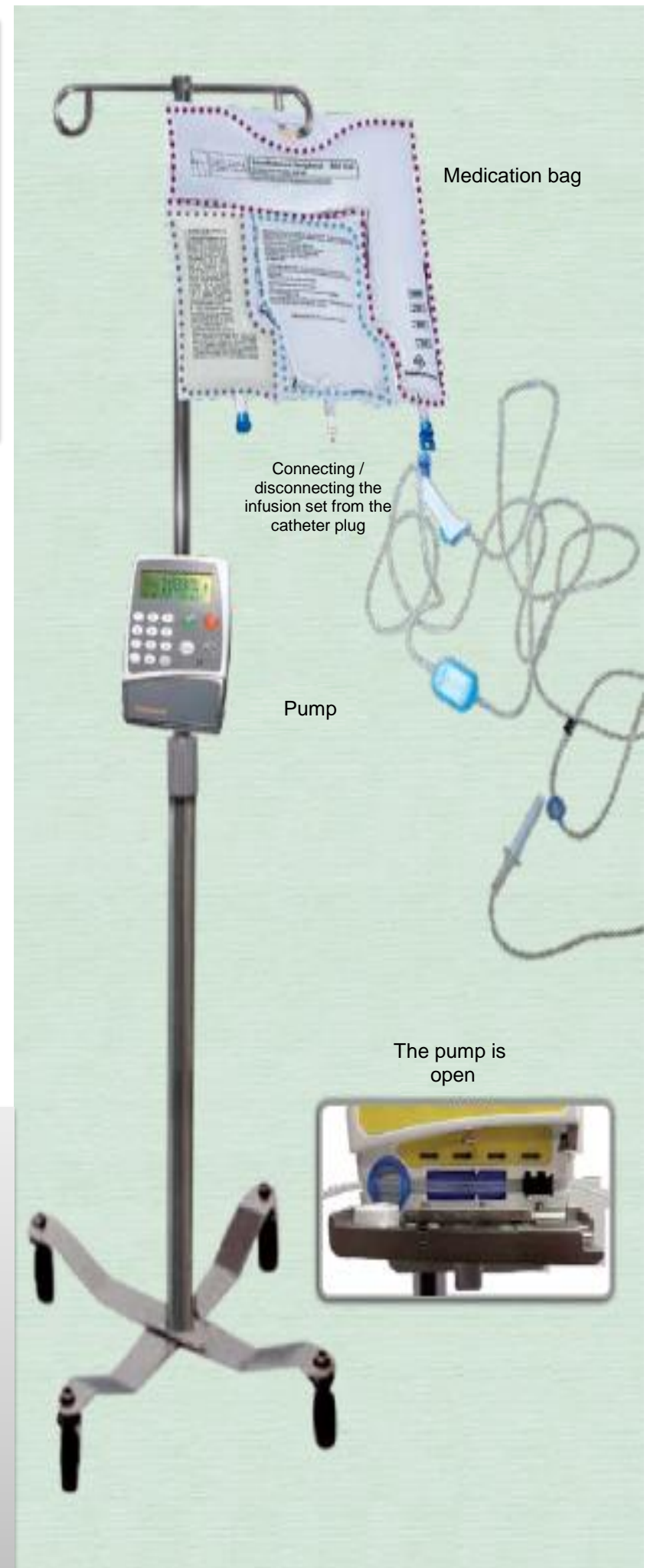
3. A sterile sheet
4. Sterile gloves and mask
5. Sterile gauze pads
6. Bottle of Alcoxidine (70% alcohol + 0.5% Chlorhexidine)
7. A flush syringe (NaCl 0.9%) Saline
8. A heparin flush syringe – by prescription
9. Adhesive tape / Micropore, and in addition garbage bag

Do not touch the exposed equipment

Before disconnecting the TPN bag close the clamp that is on the catheter and the clamp that is on the infusion tube and discontinue pump operation by clicking the button followed by a long click on the OFF button

- 4.1 Wash your hands with water and soap and dry them with a clean personal towel
- 4.2 Wear a mask
- 4.3 Spread the sterile sheet on a clean surface
- 4.4 Open the package of sterile pads without touching the contents, place them on the sterile sheet and pour Alcoxidine on them
- 4.5 Open a sterile gauze pad and place it under the connection site between the catheter and the infusion set
- 4.6 Open the package of gloves
- 4.7 Put the gloves on under sterile conditions
- 4.8 Hold the catheter tip with a sterile gauze and disinfect the connection site between the infusion tube and the catheter plug with a gauze pad soaked in Alcoxidine
- 4.9 Disconnect the infusion tube from the catheter (by pressing and rotating)
- 4.10 Disinfect the catheter plug with a gauze pad soaked in Alcoxidine - threetimes, using a new pad each time
- 4.11 Remove the cover from the saline syringe under sterile conditions; ensure there is no air in the syringe
- 4.12 Connect the syringe tip to the catheter plug (by pressing and rotating)
- 4.13 Open the clamp on the catheter
- 4.14 Slowly inject the syringe contents and close the clamp that is on the catheter
- 4.15 Disconnect the syringe from the catheter plug by rotating and discard the syringe in the waste basket
- If there is indication for heparin administration
- 4.16 Ensure the syringe and plug are intact. Remove the cover from the heparin syringe under sterile
- Connect the syringe tip to the catheter plug (by pressing and rotating)
- 4.17 Open the clamp that is on the catheter
- 4.18 Slowly inject the syringe contents and close the clamp that is on the catheter
- 4.19 Disconnect the syringe from the catheter plug by rotating and discard the syringe in the waste basket
- 4.21 Remove the gloves

You have completed TPN administration



Replacing the catheter plug

The catheter plug should be replaced once a week, or according to the manufacturer's instructions

Required equipment

- A sterile sheet + sterile gloves and mask
- A new sterile plug
- Sterile gauze pads
- bag Garbage
- Bottle of Alcoxidine (70% alcohol + 0.5% Chlorhexidine)

Sequence of actions

1. Wash your hands with water and soap and dry them with a clean personal towel
2. Wear a mask (in accordance with the policy)
3. the sterile sheet Spread
4. Open the package of sterile pads and the plug package without touching the contents; place them on the sterile sheet and pour Alcoxidine on the pads
5. Close the clamp that is on the catheter (if applicable)
6. Open the package of gloves
7. Put the gloves on under sterile conditions
8. Place a sterile pad under the plug that is connected to the catheter
9. Disinfect the connection site between the plug and the catheter using gauze pad soaked in Alcoxidine - three times, each time using a new pad.
10. Remove the current plug by rotating
11. Remove the seal from the new plug
12. Attach the plug by rotating

If required - connect to the TPN program

Changing the catheter dressing

Once or twice a week, or whenever the dressing is dirty or wet, you must change the catheter dressing

Required equipment

- A sterile sheet + sterile gloves and mask
- Fenestrated gauze/Tegaderm
- Sterile gauze pads
- Garbage bag
- Bottle of Alcoxidine (70% alcohol + 0.5% chlorhexidine)
- tape / Micropore + label Adhesive

Sequence of actions

1. Wash your hands with water and soap and dry them with a clean personal towel

Press on the catheter exit site with your finger - to prevent catheter movement

2. Remove the adhesive tape and the old dressing around the catheter, from the bottom upwards
3. Check the catheter insertion area – redness , irritation, swelling, discharge
4. Wash your hands with water and soap again and dry them with a clean personal towel
5. Spread the sterile sheet on a clean surface
6. Open the package of sterile pads without touching the contents, place them on the sterile sheet and pour Alcoxidine on the pads
7. Put the gloves on under sterile conditions
8. Clean the skin around the catheter insertion area using a gauze pad soaked in Alcoxidine using circular movements from the center outwards - three times, each time using a new pad
9. Cover with transparent Tegaderm or Hypodress
10. Attach a label to the dressing, indicating the dressing change date
11. Attach the catheter to the dressing or to the skin using adhesive tape /Micropore

It is important to keep the dressing dry and clean