

## Administration Guide

# Vista Basic Pump

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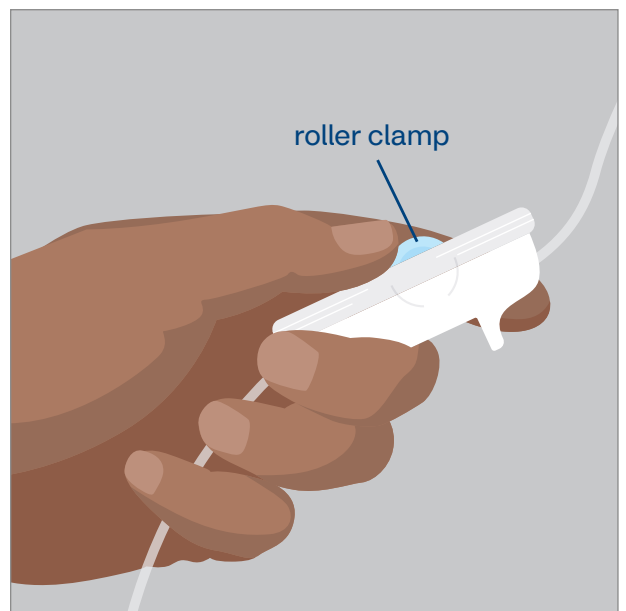
### Before You Begin

There are important steps you must take before you begin. Please refer to your SASH Teaching Mat for more details.

1. **Clean** your work area.
2. **Wash** your hands.
3. **Gather** your supplies:
  - Vista Basic pump
  - Pre-filled saline syringe(s)
  - Pre-filled heparin syringe(s) (if ordered)
  - Vista Basic tubing
  - Medication bag (at room temperature)
  - Alcohol pads
4. **Inspect** the medication label:
  - Correct patient name
  - Correct medication and dose
  - Medication is not expired
  - Length of infusion
  - The solution should be clear, consistent in color and free of any visible particles

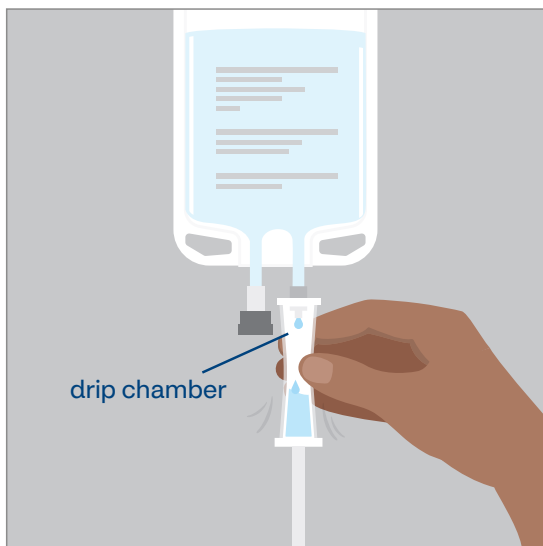
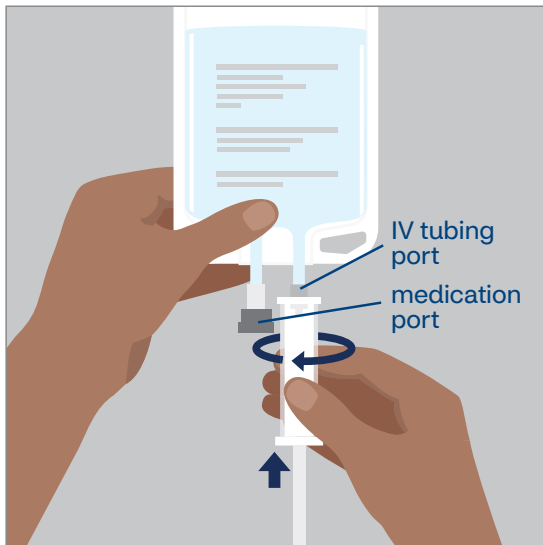
### Prepare and Connect Tubing to the Medication Bag

1. Remove the Vista Basic administration tubing from the package, untwist to its full length and close the roller clamp on the tubing. The roller clamp should be low on the tubing so it will hang below the pump. If the roller clamp is up too high near the spike, open it and move it along the tubing until it is just above the filter.



2. Remove the cover or tab from the IV tubing port at the bottom of the bag. Be careful not to touch the exposed end with your fingers. Next, pull off the protective cover from the spike at the end of the tubing. Be sure not to touch the spike; keep the fingers on the drip chamber.

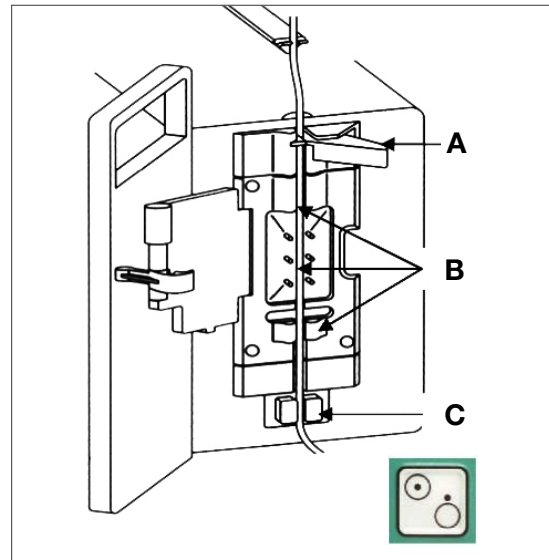
3. Insert the spike into the port of the medication bag using a twisting and pushing motion.



4. Hang the medication bag from the IV pole. Gently squeeze the drip chamber of the tubing and release. Repeat as needed to allow the solution to fill the chamber about halfway. You are now ready to load the administration tubing into the pump so you can prime all the air out of the tubing.

## Load and Prime the Tubing

1. Open the door of the pump. Do so by pushing down on the light gray button on the top right corner of the pump, under the handle.



2. Push and hold open the tubing pincher at the top of the administration tubing channel (A).
3. Place the administration tubing in the pincher and let the pincher close.
4. Insert administration tubing along the channel (B).
5. Press administration tubing gently into the Air-in-Line sensor at the bottom of the tubing channel (C).
6. Close the door and open the roller clamp. You now are ready to prime the administration tubing. **Do not connect the tubing to your catheter injection cap until after you have primed all the air out.**
7. Turn the pump on by pressing the On/Off button.
8. Listen for three loud beeps. The display will show \_\_mL/hr (reflecting the rate that has been programmed into the pump), and will read "Prime Set?"
9. Make sure the roller clamp on the tubing is open. Press the green button below the "YES" to prime the administration tubing.

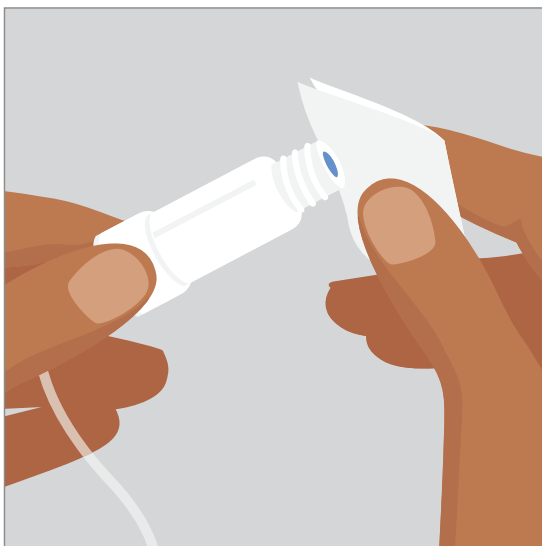
10. Read the pump display: “Priming = 20.0 mL”. On the next line, it will read “Disconnect Patient!” This is to remind you to make sure the administration tubing is NOT connected to the patient while it is being primed. Make sure to leave end cap of the administration tubing on — the fluid will go out around it.
11. Watch the medication as it moves through the administration tubing. If the fluid has not reached the end of the tubing when the priming stops, press the green button below “YES” to prime again. Watch for the fluid to reach the end of the tubing, and then press the green button below the “STOP” to stop the priming. Hold the tubing over a trash can or absorbent material to catch any drips.
12. Press the green button below the “EXIT” to exit the priming screen.

## Flush Your Catheter

Flush your catheter before administering your medication. Please refer to your SASH Teaching Mat for more details.

## Administer Medication

1. Scrub the catheter injection cap with a new alcohol pad for 15 seconds. Let it air dry for 5 seconds.



2. Be careful not to touch the top of the injection cap with your fingers while you are cleaning it.
3. Take the cover off of the end of the IV tubing. Connect the IV tubing by pushing and turning the end of the tubing clockwise into the injection cap until secure.
4. Press the Start/Stop button to begin your infusion.
5. Stop your infusion.
  - When your infusion is complete, the pump will alarm and the display will read “Infusion Complete.”
  - The pump will continue to alarm until you press the alarm silence key.
  - Turn the Vista Basic Pump off by pushing the Start/Stop button to place the infusion on hold. Next, push the On/Off button, and hold down for two seconds.
  - Close the roller clamp on the administration tubing.
6. Remove the tubing from the catheter injection cap. If you will be infusing more than once a day, place a sterile end cap on the end of the tubing. This will keep the end of the tubing sterile so it can be used for your next infusion. Do not allow the tubing to dangle onto the floor. Drape the tubing up and over the IV pole to prevent it from touching the floor.
7. You should use a new tubing every 24 hours (one tubing per day) or more often, if instructed by your nurse.

## Flush Your Catheter

Flush your catheter after administering your medication. Please refer to your SASH Teaching Mat for more details.

## Tips For Moving Around Your Home With The Pump And Rolling IV Pole

The rolling IV pole you have received will support the weight of your Vista Basic pump and your IV solution. When rolling the pole in your home, it is important to remember the following to help prevent the pole from tipping over:

- Unplug the pump from the wall and carefully secure the power cord to the pump. If the power cord is left hanging, you could trip over it as you walk with the pump.
- **Do not push on the IV pole.** This could cause the IV pole to tip over.
- Grasp the handle on top of the pump (not the door handle), and move the pole around your home by pushing the pump.
- Clear the path where you will be pushing your pump and pole. Move any throw rugs or other objects on the floor out of your way.
- Do not try to walk with the pump and pole if you are feeling dizzy or light-headed. Ask a family member or friend for help with moving the pump and pole.

- Move slowly. If the pump and pole are hard to move, stop to check that the wheels of the IV pole are clear and not caught on something. The rolling IV pole can be more difficult to move on thick carpets.
- Remember to plug the pump back in each time you sit down or stop moving.

## Troubleshooting

Most pump problems are easy to fix. If any of these tips do not help you solve the problem, or if you have any questions, call your Coram<sup>®\*</sup> nurse or pharmacist.

When the Vista Basic Pump alarms, you will need to troubleshoot the pump to stop the alarm. An alarm on the Vista Basic Pump will do two things:

- Make a loud “beep” every 2 seconds
- Show the alarm name on the display screen

To troubleshoot alarms, first silence the alarm by pressing the alarm silence button.



Pump Problem	Troubleshooting Tips
<b>Air-in-Line</b>	<ol style="list-style-type: none"> <li>1. Check that tubing is properly inserted in the air-in-line detector behind the pump door.</li> <li>2. Check for air in the tubing that is in the air-in-line detector. If small air bubbles are found, move the tubing so the air bubbles are below the sensor.</li> <li>3. If a large air bubble is found (longer than 1 inch of the tubing), contact your Coram nurse or pharmacist for help with removing the air. Note: If your tubing includes a filter, the air bubble will be trapped and released by the filter.</li> </ol>
<b>Low Battery</b>	Plug pump into a wall outlet. The battery has only 30 more minutes before it's empty.
<b>Plug in Now</b>	Plug pump into a wall outlet. The battery is now empty. The infusion will need to be restarted.

Pump Problem	Troubleshooting Tips
<b>Door Open</b>	Close the pump door. It is not shut tightly.
<b>Downstream Occlusion</b>	<ol style="list-style-type: none"> <li>1. Make sure all clamps on the tubing are open.</li> <li>2. Check the tubing for kinks and straighten it.</li> <li>3. Check the IV catheter. Make sure the tubing is connected to the catheter properly. If the catheter has a clamp, make sure the clamp is open.</li> <li>4. Check the position of the tubing as it comes out of the pump. If your pump is sitting on a table, the tubing may be pinched beneath the pump. Try moving the pump to the edge of the table so the tubing is straight as it comes out of the pump.</li> </ol>
<b>Pump Stopped</b>	<p>Reminder that the pump is stopped and needs to be restarted.</p> <ol style="list-style-type: none"> <li>1. To restart the infusion, press the Start/Stop button.</li> <li>2. If more time is needed to troubleshoot an alarm, press the alarm silence key to silence the alarm for three more minutes.</li> </ol>
<b>Unit Malfunction</b>	<ol style="list-style-type: none"> <li>1. Press the On/Off key until the display reads, "Do not press any key until display is off."</li> <li>2. Wait until the pump turns off, then turn the pump back on.</li> <li>3. If the alarm repeats, call your Coram nurse or pharmacist.</li> </ol>
<b>Keep Vein Open Rate: Infusion Complete</b>	The programmed infusion has finished, and the IV bag should be empty. If there is a significant amount of fluid in the IV bag, call your nurse or pharmacist immediately for instructions. The infusion pump will give just enough fluid to keep the catheter open until you flush it. Stop the pump, disconnect and flush your catheter.

**Want to learn more?** Visit our Resource Center at [CoramHC.com](https://www.coramhc.com)

SASH (S: Saline; A: Administration of Medication; S: Saline; H: Heparin). IV (Intravenous).

\*Coram CVS Specialty® Infusion Services

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