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PHARMACY

# Instructions for Sapphire Pump

ADVANCE CARE PHARMACY

*Compassionate Pharmacy Care for Your Hospice Patients*



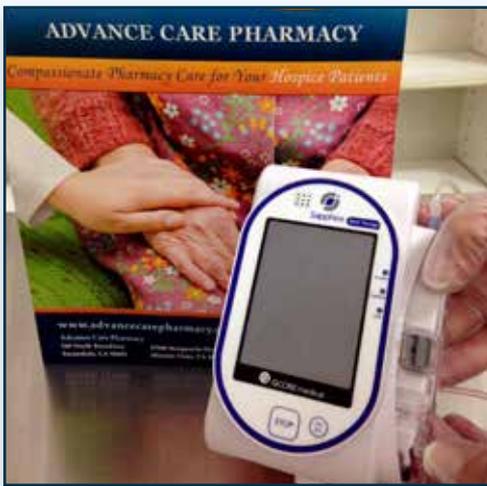
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When you receive the pump, it is ready to go, according to the doctor's order. Always review the program before starting the infusion.

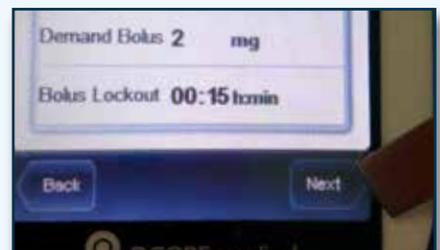


You do this by turning on the pump. Press the "ON/OFF" Button



After the system check, Select **REPEAT LAST INFUSION** not (NEW INFUSION) on the STARTUP screen.

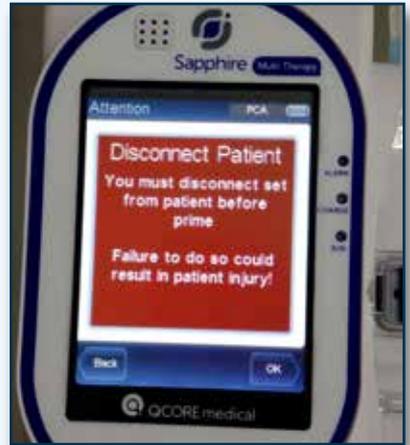
To review the program, verify the values match the prescription. Select **NEXT** to go to the next screen. Then press **OK**.



Attach the subcutaneous (SQ) administration set to the Sapphire tubing.  
Make sure to prime the SQ set before insertion into the patient.

### Priming:

**VERIFY THAT THE ADMINISTRATION SET IS DISCONNECTED FROM THE PATIENT BEFORE PRIMING!!**



To Prime the SQ set, press the **PRIME** button. From the Attention Screen, press **OK**.



Make sure fluid fills the SQ set and then select **FINISH PRIME**.  
If priming complete, press **OK**.



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**Infusion:**

For a SQ infusion:

- 1 • Insert the needle into prepped skin.
- 2 • If using a Quick Set, be sure to remove the blue cover (only the catheter remains in the tissue).
- 3 • Secure the site with a tegaderm and tape.
- 4 • Press the **START** button to begin the infusion.



Ensure that the word “**RUNNING**” and the circle is turning clockwise on the top of the screen. The **RUN** light will also flash green.

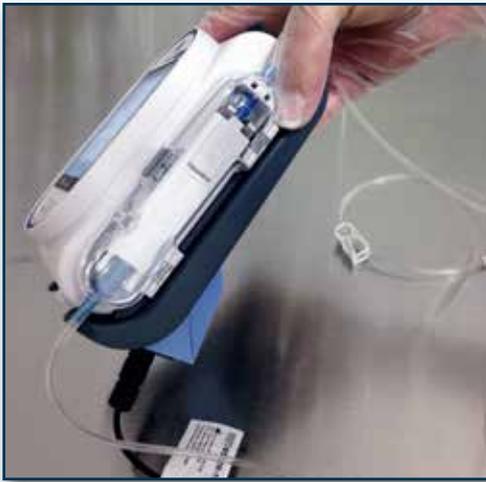
**THE PUMP WILL AUTOMATICALLY LOCK ONCE THE INFUSION BEGINS.**



**To charge the Battery:**

Battery should be charged **EVERY DAY**. A complete charge will be reached after **FOUR** hours.





## To charge the Battery (CONT):

- 1 • If using the Bolus Cord, use the Docking Station for a charging device.  
Click the pump into a docking station. Plug the power cord into the bottom of the dock, aligning the white arrows on the plug and the dock. Plug the other end of the cord into a wall outlet.



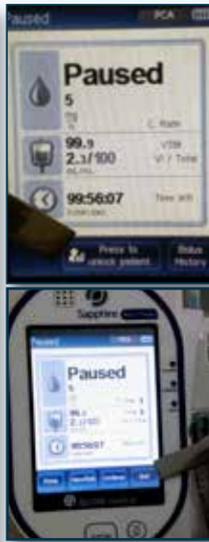
- On the front of the pump, verify that the Charge LED status indicator is on (blinking yellow light).  
The yellow light will remain steady on when battery is fully charged.



- 2 • Alternatively, the power cord can be plugged directly into the pump. With the white arrows facing up, plug the cord into the pump. Plug the other end of the cord into a wall outlet.



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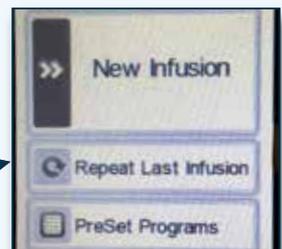


## When you need to change the Cassette/Bag:

- 1 • Press **STOP** and select **OK**. The pump will enter a **PAUSED** mode.
- 2 • Press the button on screen **“PRESS TO UNLOCK PATIENT”**.
- 3 • Enter the Password to unlock the pump. Press **OK**. Select **OK** again
- 4 • Press **QUIT**. Press **QUIT** again to verify.
- 5 • To remove the cassette from the pump, open the safety door by pressing the gray latch in and pushing out to the right.
- 6 • Close the clamps and disconnect the cassette by raising the metal lock that secures the cassette. Remove the cassette from the pump.
- 7 • To insert a new cassette, verify that all clamps are closed. At an angle, place the saddle on the round metal anchor in the pump, and clip the upper end of the cassette into the metal lock. Make sure the arrow on the cassette is pointing towards the bottom of the pump.
- 8 • Close the safety door and ensure that the door clicks.



- 9 • Connect tubing to patient's line. Open the clamps on the lines.
- 10 • Select **REPEAT LAST INFUSION**.
- 11 • Review program.
- 12 • Press **START** to resume.

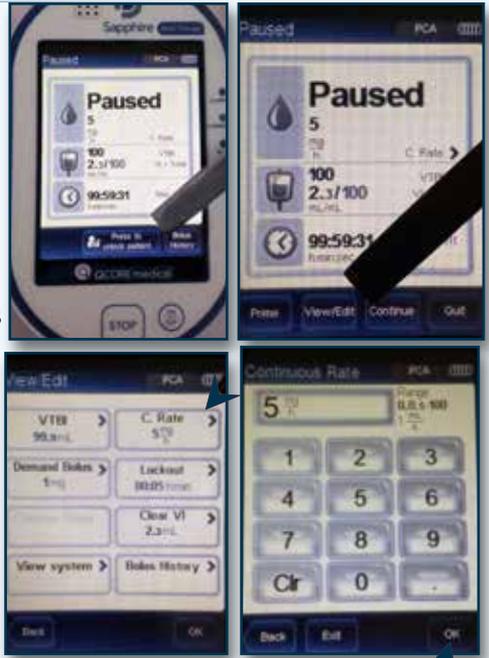


## Changing a Pain Management program:

- 1 • Press **STOP**. Select **OK**.
- 2 • Press “**PRESS TO UNLOCK PATIENT**” button.
- 3 • Enter **PASSWORD** and select **OK**. Press **OK**. again.
- 4 • Press **VIEW/EDIT**
- 5 • Press the box of the setting that needs to be changed. For Example, C.Rate (continuous rate) or Demand Bolus.
- 6 • Enter the new values and select **OK**.

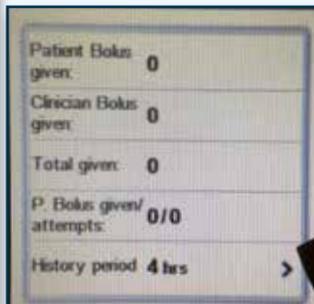
**NOTE, continuous rate and bolus will need to be entered individually.**

- 7 • When finished, select **OK**.
- 8 • Press **CONTINUE** and then **OK**. to resume infusion.



## Bolus History:

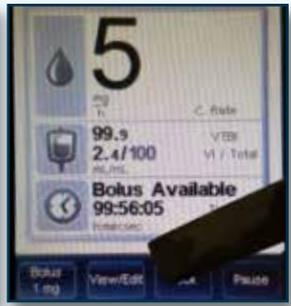
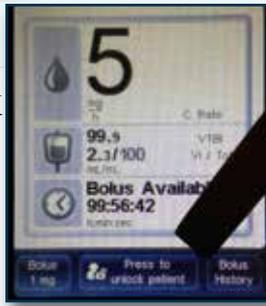
- 1 • Press **BOLUS HISTORY** from the screen, you can see P. Bolus given/attempts.
- 2 • If you want to see specific amount of time, select **HISTORY PERIOD**. Enter time (in hours) you want to view. Select **OK**.
- 3 • Review the P. Bolus given/attempts for that duration of time.
- 4 • Press **BACK** to return to main infusion screen.



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## Clinician Bolus:

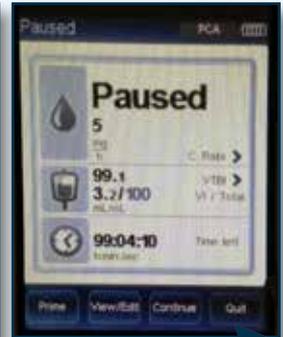
- 1 • Press **“PRESS TO UNLOCK PATIENT”**
- 2 • Enter **PASSWORD** and press **OK**. Press **OK** again.
- 3 • Press **VIEW/EDIT**
- 4 • Select **CLINICIAN BOLUS**.
- 5 • Enter **PASSWORD** and press **OK**.
- 6 • Enter bolus amount desired & press **OK**.
- 7 • Press **OK** again to begin administration.



## Resuming Infusion once Paused/Stopped

Since the pump **AUTOMATICALLY LOCKS**, you cannot resume an infusion without entering a password.

- 1 • Press **PRESS TO UNLOCK PATIENT**
- 2 • Enter **PASSWORD** and press **OK**. Press **OK** again.
- 3 • Press **CONTINUE**.
- 4 • Select **OK** to continue the infusion.



## Powering off the Pump:

- 1 • Press **STOP** and then **OK**.
- 2 • Press **“PRESS TO UNLOCK PATIENT”**
- 3 • Enter **PASSWORD** and press **OK**. Press **OK** again. The pump is now **PASUED**.
- 4 • Press **QUIT**.
- 5 • Press **ON/OFF**.
- 6 • Press **OFF** on the screen

