

HomeMed Information

for the UMHS Cancer Center



In this manual you will find the following information:

Your Health Care Team	
HomeMed.....	3
When to notify your team or HomeMed.....	4
Infusion Pump Guide	
Introduction	4
Operating tips.....	5
Infusion pump care	6
Important pump keys.....	7
Alarms and charging battery	8
Ending the infusion	9
Avoiding Infection and Contamination	9
Storing your Supplies	10
Checking your Supplies.....	10
Chemotherapy Precautions:	
Chemotherapy spills	11-12
Contact Numbers.....	13
Notes	13

Your HomeMed healthcare team

HomeMed

HomeMed is the University of Michigan Hospital's home infusion provider and will be mixing your chemotherapy and delivering your supplies either to the Cancer Center or your home. There are various members of HomeMed to help you.

- A HomeMed nurse will re-inforce the teaching you received in the Cancer Center Education Clinic about your pump and medication as well as connecting you to the pump for home.
- A HomeMed pharmacist is also available to assist you with any infusion or medication questions.
- A team technician organizes the delivery of your supplies to either the clinic infusion area or to your home. Contact your technician if at any time, during regular business hours you need additional supplies.
- A Patient Accounts Representative is also available should you have questions or concerns regarding your insurance billing.

All HomeMed staff are available during regular business hours, Monday through Friday from 8:00 AM to 5:30 PM. Should you have questions concerning your chemotherapy outside of business hours, an answering service will page the HomeMed clinician on call for you. The telephone number for HomeMed is 1-800-862-2731. A nurse or a pharmacist is available 24 hours a day, 7 days a week including holidays. The answering service will ask for your name, telephone number and a brief message explaining what you need. A clinician will call back as soon as possible. You should receive a call back within 15 minutes.

When to notify HomeMed or your team nurse

It is important for you to know who to call for a specific problem. Below is a guide that will help you make your decision.

Call HomeMed if you:

1. Are unable to resolve a pump alarm.
2. Are unsure if your pump is infusing correctly.
3. Have questions about your pump.
4. Need to use your chemotherapy spill kit.
5. Need additional supplies.
6. Have questions about your supplies and/or delivery.
7. Have questions about your visiting nurse agency.

Call your team nurse or doctor if you:

1. Feel overly tired, weak, confused, or dizzy.
2. Have any bleeding or bruising that is unusual for you.
3. Have diarrhea, nausea, or vomiting for more than 24 hours.
4. Are unable to eat or drink for 24 hours.
5. Notice changes in your catheter site including a change in the appearance of the line, redness, swelling, or pain.
6. Are unable to flush your catheter; it is leaking or becomes dislodged.

Infusion pump guide

Your doctor has recommended an infusion pump to deliver your chemotherapy. Your pump will be programmed to infuse the exact amount of medication that has been ordered by your doctor. The large display screen provides information to both you and your clinician. Your

medication is stored in and delivered from an IV bag. A pump connects you to the medication. If at any time you need **help operating your pump**, please call HomeMed at 1-800-862-2731.

Operating tips

- The pump **must** be charged **4 hours every 24 hours** to **maintain** internal battery life.
- You should also **charge** the battery **before** coming back into the infusion center for your next chemotherapy infusion.
- The screen has a back light that will turn **on** if the screen is touched. This will make it easier to read the display.

The pump has many features to protect you during the delivery of your chemotherapy. Your pump will be “locked” so that you will not be able to accidentally change the program. Your pump will beep 10 minutes before the end of your infusion. The pump will require you to press [OK] to silence this alarm. Your pump will continue to infuse during this time.

- Check your pump **at least** twice a day to be sure it is infusing correctly.

As the pump delivers your chemotherapy, the **rate**, the **volume remaining**, the **volume infused**, and the **time** remaining will be displayed on the main screen.

Ways to check if your pump is infusing:

1. White wheel on screen will be rotating.
 2. Green run light will be flashing.
- (See picture)



How do I care for my infusion pump?

1. Do not place your pump in any fluids or cleaning solutions.
2. Avoid dropping or hitting your pump. Always recheck the program if you drop or hit your pump.
3. Never use sharp objects such as pens, pencils, fingernails or paperclips to clean your pump.
4. If needed, clean your pump as follows:
 - Dampen a soft cloth with a mild soap or use an alcohol wipe.
 - Gently wipe the pump as needed.
 - Dry the pump.
5. You may wash the backpack/fanny pack in your washing machine and dry under low heat in your dryer.
6. **Never** use the pump in the presence of flammable or explosive vapors.
8. Always **avoid** sources of **high intensity electromagnetic radiation** such as x-ray machines.
9. You should **not** shower, but may take a tub bath while the pump is infusing. Place the pump and carrying pack in a re-sealable, plastic bag and set it next to the tub.
10. Keep your chemotherapy bag in the carrying pack. If the chemotherapy bag should leak inside the pack, you will need to use the chemotherapy drug spill kit. The Skills Lab nurse will explain how to use this kit.

Important pump keys on your Sapphire® Pump



What do I do if the pump alarms?

1. When an alarm sounds, the pump will immediately provide a message with the error and suggested solution.
2. Follow the suggested solutions and then press [OK]. If still unresolved, contact HomeMed.

How do I charge the battery?

The pump can operate while it is being charged. To preserve battery life, connect the pump to a wall outlet, using the supply cord whenever possible. It is best to recharge the pump at night similar to when you would charge your cell phone.

To charge the battery:

1. With the white arrows facing up, plug the plastic end of the power supply cord into the Sapphire® pump power socket.
2. Plug the other end of the power supply cord into a wall outlet.
3. On the front of the pump, verify that the charge LED status indicator is ON (blinking yellow light). The yellow LED will remain lit when battery is fully charged.

Note: An alarm is triggered when there are 30 minutes left until battery depletion. If the “Battery Depletion” alarm sounds, immediately connect the pump to the wall outlet using the power supply cord.

Ending the Infusion

What if my medication finishes before the nurse arrives?

Your pump will beep 10 minutes prior to the end of your infusion. The pump will require you to press **[OK]** to silence this alarm. Your pump will continue to infuse during this time.

Follow these steps:

1. Pump will read “End of Infusion” Press **[OK]** on screen.
2. **[Press to unlock patient]** on screen.
3. Keypad appears. Enter password “8880”.
4. Press **[OK]** on screen.
5. Again, press **[OK]**.
6. Turn pump off using the *hard* **[ON/OFF]** key on pump.

Avoiding infection and contamination

You may need to flush your catheter, change your chemotherapy bag (container) or disconnect your chemotherapy at home. Some precautions need to be taken to avoid infection and maintain a safe environment.

1. Before starting any procedure, **Always** wash your hands with an antibacterial soap or a hand sanitizer.
2. Work at a comfortable pace. The risk of contamination increases if you rush through the procedure.
3. All supplies used for your home chemotherapy should be in sealed packages. Syringes and the ends of tubing will have protective covers, which will keep them sterile during handling. You should not allow a sterile item to touch a non-sterile item. If this happens, use new sterile supplies.

4. If you believe you have **contaminated** any equipment or supplies throw them out. Call HomeMed to replace any supplies so that you will not run out.
5. Do **not** throw away any unopened supplies or medications until you have spoken to one of the Cancer Center Team or Infusion Room Nurses.

Storing Your Supplies

1. Store all of your solutions and supplies away from other household items such as food or cleaning supplies. Keep all supplies out of the reach of children and pets.
2. Store supplies in a dry, clean area.
3. Store supplies close to your work area.
4. Check medication labels to see if your medicine needs to be refrigerated. Refrigerated supplies should have their own area such as a clean shelf or drawer.

Checking Your Supplies

Always check your supplies or chemotherapy **before** using. If you have any questions regarding a supply, call HomeMed.

Do **Not** Use Medications if:

- Leaks are present.
- There is cloudiness or discoloration.
- Particles or specks are in the solution.
- The label on the medication or IV bag has a different drug or dose listed.
- The expiration date on the label has passed.

Do **Not** Use Packages if:

- The seal is broken.
- The package is torn.
- The inside or the outside of the sterile package is wet.

Chemotherapy Precautions

Special steps need to be taken to protect you and your caregivers from accidentally coming into contact with chemotherapy medicine. Follow these steps during your infusion and for **2 days** after stopping your chemotherapy.

Chemotherapy Spills

In case of a chemotherapy spill, you will need to use a clean-up kit. You should **never** touch the spill without gloves. A kit has been provided to you with your supplies. You should keep this kit with at all times, even when you travel. Call your cancer center nurse or doctor and HomeMed right away if you use this kit. You may need a prescription for more chemotherapy and a new spill kit. If you need to clean up a spill follow the directions below.

Supplies:

Home health spill kit

Dishwasher or laundry detergent

Paper towels

Procedure:

Take all items out of the kit.

1. Put on **both** pairs of gloves, the blue gown, and the mask with the eye shield.

2. If the IV bag or tubing is broken, or leaking, disconnect the tubing and set it on an absorbent pad. Open the Chemo Bio-Wipe Bag™ and insert 1 of your gloved hands into the mitt.
3. Wipe up the spilled substance with the absorbent side of the Chemo Bio-Wipe Bag™.
4. Turn the bag and absorbed substance **inside out** to contain the spilled substance. Put leaking chemotherapy bag and tubing inside this bag.
5. Peel off the adhesive strip carefully and place in the Chemo Bio-Wipe Bag™
6. Fold the top of the Chemo Bio-Wipe Bag™ over and seal shut.
7. Place the sealed Chemo Bio-Wipe Bag™ into the large yellow ChemoBloc® waste bag.
8. While still wearing the protective gear, wash the area with dishwashing or laundry detergent and warm water using paper towels. Place the used towels into the large yellow ChemoBloc® waste bag.
9. Remove facemask, gown and both pairs of gloves and place in the large yellow ChemoBloc® waste bag.
10. Close the bag with the metal tie wrap.
11. Wash your hands with soap and water.
12. Call HomeMed for instructions on how to dispose of the bag and for arrangements to replace the chemotherapy and spill kit.

How do I contact HomeMed?

HomeMed Staff during normal business hours	1-800-UMCARE1 or 1-800-862-2731
After business hours (On-Call) to leave a message, which will be returned.	1-800-UMCARE1 1-800-862-2731

Notes

Disclaimer: This document contains information and/or instructional materials developed by the University of Michigan Health System (UMHS) for the typical patient with your condition. It may include links to online content that was not created by UMHS and for which UMHS does not assume responsibility. It does not replace medical advice from your health care provider because your experience may differ from that of the typical patient. Talk to your health care provider if you have any questions about this document, your condition or your treatment plan.

Author: Susan Koski, RN
Reviewers: Jeff Wood, RN

Patient Education by [University of Michigan Health System](#) is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](#). Last Revised 03/2016