Procedure Guideline for Using an Infusion Pump

1. Verify the health care provider’s orders.
2. Gather the necessary equipment and supplies.
3. Introduce yourself to the patient and family, if present.
4. Perform hand hygiene.
5. Provide for the patient’s privacy.
6. Identify the patient using two identifiers, according to your agency’s policy. Compare the patient’s identifiers in the medication administration record (MAR)/medical record with information on the patient’s identification bracelet, and/or ask the patient to state his or her name.
7. Have paper and pen or a calculator available to calculate the flow rate.
8. Determine the hourly volume of the infusion. Divide the total volume in milliliters by the number of hours it is ordered to infuse over.
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   \text{mL/hr} = \frac{\text{Total volume in mL}}{\text{Hours of infusion}}
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   500 \text{ mL} = 62.5 \text{ mL/hr}
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9. Insert the spiked end of the pump tubing into the IV fluid bag. Prime the tubing. Then squeeze and fill the drip chamber, making sure to eliminate all air from the tubing. Open the drip regulator to allow the tubing to fill with fluid.
10. If the patient does not have fluids hanging, flush the saline lock with 2-3 ml of normal saline.
11. Insert the IV tubing into the chamber of the control mechanism, according to the manufacturer’s instructions. Close the door to the control chamber, and connect the tubing to the patient’s IV access device.
12. Press the power button to turn on the device, select the required volume in mL per hour, and press the start button.
13. Open the drip regulator completely while the EID is in use.
14. Label the tubing with the date, time, and your initials, according to agency policy.
15. Label each IV bag, including the type of fluid, additives, patient’s name, and date and start time of the infusion.
16. Instruct the patient about what the alarm means.
17. Tell the patient to avoid raising his or her hand or arm because it affects the flow rate; ask the patient to avoid touching the control clamp.
18. Help the patient into a comfortable position, and place toiletries and personal items within reach.
19. Place the call light within easy reach, and make sure the patient knows how to use it to summon assistance.
20. To ensure the patient’s safety, raise the appropriate number of side rails and lower the bed to the lowest position.
21. Dispose of used supplies and equipment. Leave the patient’s room tidy.
22. Remove and dispose of gloves if worn to attach tubing to IV site without closed reflux valve. Perform hand hygiene.
23. Monitor the infusion rate, and assess the IV site for complications and patency of the system each hour and if the alarm sounds.
24. Document IV fluid solution and hourly volume rate, as well as IV site appearance.