**SUPERUSER GUIDE:** When nurses are ready to be checked off on Baxter competency, go through each step below, asking the nurse to complete each function.

1. **"TURN THE PUMP ON"** *The nurse will:*
   - Ensure pump is plugged in <u>before</u> turning on. **SUPERUSER NOTE**: If not plugged in, battery will be damaged
   - Turn on with ON/OFF key / Perform speaker test
   - There are three things to check before pump goes into main screen in 10 seconds
     → Verify battery charge level: battery charge icon displayed in upper left part of screen
     → Verify PERSONALITY status is correct
     → If new patient: Clear patient history by pressing NEW PATIENT and DONE
   - To change the personality if the pump is already in main screen: it must be turned off then on again

2. **"LOAD THE ADMINISTRATION SET INTO THE PUMP"** *The nurse will:*
   - Once administration set is prepared: Close dark blue key clamp
   - If using triple channel pump: Press CHANNEL SELECT.
   - Press OPEN key. Load Administration Set. Open regulating roller clamp. Ensure no drops are falling into drip chamber

3. **"PROGRAM A PRIMARY INFUSION IN RATE-VOLUME: i.e. RATE: 1 ml per hour. VOLUME 50 mL"** *The nurse will:*
   - <u>Single channel pump</u>: Press PRIMARY. <u>Triple channel pump</u>: Press CHANNEL SELECT
   - Enter RATE then scroll down to VOLUME to be infused. Enter volume
   - Press CONFIRM PRIMARY then START

4. **"CHANGE THE RATE TO 2 mL per hour"** *The nurse will:*
   - <u>Single channel pump</u>: Press PRIMARY <u>Triple channel pump</u>: Press CHANNEL SELECT.
   - <u>To change the rate</u>: Do not need to STOP infusion. Scroll to highlight Rate. Enter new rate. Press CONFIRM
   - Press START

5. **"CHANGE THE CONTAINER: NEW VOLUME 100 mL"** *The nurse will:*
   - <u>Single channel pump</u>: Press PRIMARY. <u>Triple channel pump</u>: Press CHANNEL SELECT
   - Press STOP.
   - Change container.
   - Scroll to Volume. Enter new volume.
   - Press CONFIRM
   - Press START.

   **SUPERUSER NOTE:** For competency checklist, nurse does not have to actually the change container – just change volume on pump

6. **"PROGRAM A SECONDARY INFUSION IN RATE-VOLUME: i.e. An antibiotic in 250 mL over 1 hour"**

   **Ask: "What tubing would you use for a secondary infusion?"** (Answer: secondary tubing) *The nurse will:*
   - <u>Single channel pump</u>: Press SECONDARY. <u>Triple channel pump</u>: Press CHANNEL SELECT then SECONDARY
   - Enter rate and volume. (should be Rate: 250 ml Volume: 250 ml)
   - Enable secondary Callback Feature
   - Press CONFIRM SECONDARY
   - Press START
   - Open ON / OFF clamp on secondary set. Verify drops are falling into secondary set drip chamber

➡️ **SUPERUSER NOTE:** When going through the pump functions with a nurse always <u>clear secondary settings</u> before going on. i.e. when in secondary screen press CLEAR for all areas. If you don't, the secondary program will keep popping up

7. **CHANGE MODE -** Changes the mode of delivery.

*"There are three modes in CHANGE MODE that we need to know:  ♦LABEL LINE  ♦STANDBY  ♦ PRIMARY OR SECONDARY <u>VOLUME-TIME</u>" (critical care may need to know other modes as well)*

    a.  *"LABEL THE LINE BLOOD or TPN" The nurse will:*
- <u>Single channel pump</u>: Press PRIMARY or SECONDARY. <u>Triple channel pump</u>: Press CHANNEL SELECT
- Press STOP then select CHANGE MODE
- Scroll <u>up</u> to select LABEL LINE
- Scroll down to select desired label with arrow key. Press SELECT. Press START. The chosen label will show on the screen

    **SUPERUSER NOTE:** Nurses need to know that they should not use label line for medication names

    b.  *"PLACE PUMP IN STANDBY MODE" The nurse will:*
- <u>Single channel pump</u>: Press PRIMARY or SECONDARY. <u>Triple channel pump</u>: Press CHANNEL SELECT
- Press STOP then select CHANGE MODE
- Scroll <u>up</u> to STANDBY
- Press STANDBY. Message will appear: "Do you want to put this channel on standby"  Select 'YES'

    **SUPERUSER NOTE:**  Shortcut to standby on triple lumen pumps: double click on channel select button when infusion is stopped

    C.  *"SET PUMP TO RUN BLOOD IN PRIMARY VOLUME-TIME: 326 mL OVER 3 HOURS"*  **The nurse will:**
- <u>Single channel pump</u>: Press PRIMARY or SECONDARY. <u>Triple channel pump</u>: Press CHANNEL SELECT
- Press STOP
- Select CHANGE MODE
- Scroll to highlight PRIMARY or SECONDARY VOLUME-TIME. Press SELECT. Enter volume amount and the time period for the infusion in hours / minutes.
- Press CONFIRM PRIMARY or SECONDARY. Rate will be entered automatically.
- Press START

    **SUPERUSER NOTE:**  you can ask nurse to program another VOLUME-TIME: *"Morphine 1 mg/hour"*

8. **GUARDIAN LIBRARY (GL)**
*"PHYSICIAN ORDER: insulin infusion 1 unit per hour: how would you reconstitute": (answer: GL monograph)*
*Ask "What tubing would you use?"* (Answer: a primary tubing)
**SUPERUSER NOTE:** You are looking to see that the nurse chooses to use the GL monograph to reconstitute <u>and</u> that they program the pump in GL
 **SUPERUSER NOTE:** Nurses need to know that intermittent infusions are never programmed in gl – only continuous infusions

*The nurse will:*
- **<u>Single channel pump</u>**: Press PRIMARY. **<u>Triple channel pump</u>**: Press CHANNEL SELECT
- Press STOP
- Press COLLEAGUE GUARDIAN. Scroll to highlight desired drug with arrow key
- Press SELECT. All areas will be entered automatically except DOSE
- Compare dosage/concentration on pump with *Colleague Guardian Monograph* to ensure they are identical.
- Enter Dose. Press CONFIRM SETTINGS. Press START
- Guardian limits may be viewed in this window by pressing VIEW LIMITS
- <u>Symbol for Guardian Feature</u>: Mortar / Pestle in top right corner. Name/ Dose is in yellow lettering.
- An Independent Double Check (<u>2 nurses</u>) required for high alert medications. Both nurses sign the MAR.

ask nurse to program another drug in GL if you choose:  **i.e."** *Lasix 5 mg per hour"*

9.  **CHANGING THE DOSE IN GUARDIAN**

    *"Change the dose to ___" The nurse will:*

    - **Single channel pump**: Press PRIMARY. **Triple channel pump**: Press CHANNEL SELECT
    - Enter new dose
    - Press CONFIRM SETTINGS t
    - Press START


10. **ENTER A DOSE THAT OVERIDES GUARDIAN DOSE**

    *"Program Insulin 12 units per hour" The nurse will:*

    - **Single channel pump**: Press PRIMARY. **Triple channel pump**: Press CHANNEL SELECT
    - Enter dose that is outside guardian limits
    - Press CONFIRM SETTINGS
    - 'LIMITS WARNING' will appear top left corner. The word 'High' or 'Low' will appear beside dose
    - Choose 'Accept Dose' or 'Cancel Dose'. If accepting dose: **An Independent Double Check (2 nurses) required to override Guardian limits. Both nurses must sign MAR**
    - Press CONFIRM SETTINGS
    - Press START. While in override, the dose will be in red lettering

    SUPERUSER NOTE : Nurse needs to know that before accepting a dose out of limits, two nurses must verify that the dose is correct


11. **ALARMS AND ALERTS:**
    - Nurse knows how to identify and correct: i.e. ♦AIR DETECTED ♦UPSTREAM AND DOWNSTREAM OCCLUSION ALARMS. **THE NURSE CAN REVIEW THIS IN THE OPERATORS MANUAL ON THE DESKTOP**


12. **FLOW CHECK GRAPHIC just show this to the nurse**
    - Displays downstream in-line resistance to flow


13. *"UNLOAD ADMINISTRATION SET"*  **The nurse will:**
    - Close regulating roller clamp
    - Press OPEN
    - Remove administration set


14. *"TURN PUMP OFF".* ***The nurse will:***
    - Press ON / OFF Key. Press ON / OFF key a second time