Your cancer care team has recommended that you use the CADD pump to deliver chemotherapy or immunotherapy into your body as part of your treatment. The CADD pump can be carried with you and will give your medicine, at a steady rate, over a set period of time. This guide will help you use the pump at home.

About Your CADD Pump (to be filled in by your cancer care team)

The medicine in your CADD pump is: ____________________________.

This infusion will run for _____________________________.

(duration of infusion in days/hours/minutes)

Important Contact Information:

<table>
<thead>
<tr>
<th>Who</th>
<th>Available hours</th>
<th>When to call</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>InfuSystem® Clinical Support</td>
<td>24 hours a day</td>
<td>If you have a concern about your pump</td>
<td>1-800-315-3287</td>
</tr>
<tr>
<td>Your cancer care team</td>
<td>Monday-Friday, between the hours of:</td>
<td>If you have any of the warning signs below during business hours</td>
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<td></td>
<td>____________________________</td>
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<tr>
<td>Doctor at DFCI Boston location on Brookline Ave.</td>
<td>After business hours, weekends, and holidays</td>
<td>If you have any of the warning signs below outside of business hours</td>
<td>Page Operator 1-617-632-3352</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ask for your doctor to be paged</td>
</tr>
<tr>
<td>Doctor at DFCI Satellite</td>
<td>After business hours, weekends, and holidays</td>
<td>If you have any of the warning signs below outside of business hours</td>
<td>Call answering service at your Satellite:</td>
</tr>
</tbody>
</table>

Warning Signs Something Might Be Wrong

If you have any of these symptoms, something might be wrong. **Shut off the pump (see below), clamp the tubing, and call your cancer care team right away:**

□ Redness
□ Leaking
□ Soreness

□ Bleeding
□ Swelling
□ Needle movement
Sometimes redness, blisters, or bruising may occur one or two weeks after treatment. Call your cancer care team right away if this happens.

**CADD Pump Basics**

At the clinic, your nurse should have set up your CADD pump and began the infusion. Now that your pump is running, here are some basic things to know about using your pump.

**How to check that your pump is still running**

When the pump is running, you may see it in **Screen Saver** mode.

**Screen Saver**
- The pump display will turn black after 30 seconds if/when no keys are pressed.
- When the display is black, the pump is still running. A green blinking light at the top left of pump will prove the pump is still running.
- Press the **SELECT** key to wake up the pump.

The green blinking light tells you that your pump is still running.

**Note:** Use the pump as instructed. Do not push buttons or pull down on the lever unless you are instructed to do so by your cancer care team or from an InfuSystem® representative

**How to Stop the Pump**

When your infusion is done, you will need to stop the pump.

Another time you may have to stop the pump is if your pump has an alarm, and a representative from InfuSystem instructs you to stop the pump.

1. Press the **STOP/START** button.
2. The pump will ask you if you want to stop the pump. Press the soft button under **YES**.
3. You will know the pump is stopping when you see:
   - (a) A blinking yellow light in the top left corner of the pump
   - (b) A red screen that says, “Pump is stopping …”
   - (c) The word “Stopped” in the top center of the screen
How to Stop the Pump

Step 1

Step 2

Step 3, look for:

To Power Off the Pump
After your infusion is over and you have stopped the pump, you will power down the pump. You can do that by pressing the power button on the right side of the pump.

The CADD Solis VIP® Infusion Pump

Power Button

Power button to turn the pump on and off
To Start the Pump
Since you will leave the clinic with your pump running, you will not need to start it. If your pump alarms, a representative from InfuSystem® may instruct you to restart the pump. Here is how you would do that.

Press the STOP/START button
1. The pump will ask you if you want to start the pump. Press the soft button under “YES.”
2. You will know the pump is starting when you see:
   (a) The blinking green light in the top left corner of the pump
   (b) A green screen that says, “Infusion is starting now…”
   (c) The word “Running” in the top center of the screen
Check the Central Line or the Port Needle and Dressing

(A type of central line used often at Dana-Farber is called a Port)

Every 2-3 hours while the drug is infusing, check these three important things for safety.

| 1. Check that dressing is dry. | Gently feel around the dressing for coolness or wetness. If you feel coolness or wetness, call InfuSystem®. |
| 2. Check tubing connections | Start at the dressing site and follow the tubing all the way to the CADD pump. Make sure all the connections are dry and secured. The connections may be blue. If something doesn’t look or feel right, call InfuSystem®. |
| 3. Check port needle placement. | If you have a port needle, place 2 fingers on top of the needle and press gently into chest. You should feel resistance. If you don’t, call InfuSystem®. |

Important Safety Reminders:
- Always keep the pump close to your upper chest.
- On the side of your body with your central line or port, do not lift anything heavier than a quart of milk (about 2 pounds). Use your other arm to lift things.
- Avoid reaching over your head.
- Avoid activities where you use your arms a lot, like golf or gardening.
- If you drop the pump, check to see that it is running and that the cassette is firmly attached. Also, make sure that the needle is still in place. (See step 3 in table above.)

Tips on Using Your Pump When Sleeping
- For some treatments, you may need to set an alarm at night to make sure the drug is infusing while you sleep. Ask your care team if this is needed.
- When you are sleeping, you can put the pump along your side or under a pillow.
- Sleep on your back, if possible.
- Some patients prefer to sleep in a recliner.

Tips on Using Your Pump When Bathing
- For 24-hour infusions, showers and bathtubs should be avoided. Check with your cancer care team first to learn if you can bathe with this pump.
• Remember, the pump is not waterproof. It is only water resistant, which means it can still be damaged if it gets wet.
• Place the pump in a plastic bag and tie the bag securely when bathing or showering.
• Place the pump on a dry, secure surface outside of the shower or tub.
• Do not get your dressing wet, and make sure it is secure. (You can use an AquaGuard® or plastic wrap.)

Alarms on Your Pump
• When an alarm goes off on your pump, it means there is a problem. The screen will tell you what is wrong.
• Press the soft button under SILENCE to quiet the alarm.
• If “Help” screens are available for the alarm, “Help” appears above the right soft key
• Select HELP and follow the instructions on the screen.
• The pump will start to run if you fix the problem.
• If the problem that set off the alarm isn’t fixed, the alarm will go off again in two minutes.

<table>
<thead>
<tr>
<th>Alarms You May See:</th>
<th>What this Means:</th>
<th>What to Do:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Bat (Will be blue at the top of the display)</td>
<td>This means the batteries are low.</td>
<td>Change batteries (see below). Remember to first stop the infusion and power down the pump.</td>
</tr>
<tr>
<td>Battery Depleted</td>
<td>This means the batteries stopped working.</td>
<td>Change batteries (see below). Pump will automatically stop and cannot be powered down.</td>
</tr>
<tr>
<td>Downstream Occlusion</td>
<td>This alarm means there is a kink in the tubing, or a clamp closed.</td>
<td>Silence the pump. Then press the “Help” button; and follow the instructions on the screens until the kink is removed. Once the kink is removed, the pump will automatically restart. If the alarm continues, call InfuSystem®.</td>
</tr>
<tr>
<td>Upstream Occlusion</td>
<td>This means fluid is not flowing from the container to the pump. This will only happen if you have an IV bag.</td>
<td>Silence the pump. Then press the “Help” button and follow the screens until the issue is resolved. If the alarm continues, call InfuSystem®.</td>
</tr>
<tr>
<td>Reservoir Volume Empty</td>
<td>This means there is no more fluid in the pump.</td>
<td>This warning is normal to see if it happens when you expect your pump to be completed. Silence the alarm</td>
</tr>
</tbody>
</table>
and power down the pump. If this alarm happens earlier than you expect, call InfuSystem®.

<table>
<thead>
<tr>
<th>System Fault/Error</th>
<th>An error that can’t be fixed may have occurred, such as a hardware or software problem.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Silence the alarm and call InfuSystem®.</td>
<td></td>
</tr>
</tbody>
</table>

**When to Change Batteries**
Change when the screen displays “Low Bat.” It will appear across the top of the display screen. You should change the batteries right away.

**How to Change Batteries**

**ALWAYS Stop the pump and power off before you change the batteries.**

Use four new AA batteries.

1. To open the battery door, use your fingers and turn the knob counterclockwise (twist to the left).
2. Remove old batteries and recycle them.
3. Insert four new AA batteries, matching the [+ and –] markings on the inside of the battery compartment.
4. Close the door by pushing down and turning the knob clockwise (twist to the right).
5. Power the pump on by pressing the grey power button on the right side of the pump.
6. Press the STOP/START button and press the right white button to confirm YES.
Home Chemotherapy Spill Kit Instructions

- There is a small chance that your home chemotherapy infusion could leak and spill the medicine. For example, this could happen from a loose connection, if the tubing is damaged, or if the needle falls out from your port.

- If you get chemotherapy on your skin, wash the area immediately with soap and water. If it gets on your clothing or bed linens, wash them separately from your regular laundry in hot water with detergent.

- Keep your Chemotherapy Spill Kit where you or your family member can quickly find it. Chemotherapy can be harmful to anyone exposed. Follow the Spill Kit directions. If you have a chemotherapy spill, you will need paper towels to clean it up. Follow the directions inside the kit to dispose of paper towels or cloths you may use. Use the yellow waste bag.

- You can bring the sealed, used materials back to the clinic for disposal if you do not have a home care company that will remove it.
Instructions to Disconnect a CADD Pump and Flush a Port-A-Cath

This sheet shows you how to disconnect your CADD pump and how to flush your port-a-cath (“port”). You will only do this if a Dana-Farber nurse tells you to. Use these instructions, along with the educational video titled “How to Disconnect Your Port at Home.” You can find the video at www.dana-farber.org/centralline, or you can use a smartphone or smart device to scan this QR code to bring up the video.

If you need help, call InfuSystem® at 1-800-315-3287.

Equipment

- Alcohol prep pads
- Gloves
- Red sharps container
- Normal saline flush (0.9% sodium chloride) syringes
- Spill kit
- Yellow chemotherapy bag
- USPS or FedEx cardboard box (if needed)

Stop the infusion, turn off pump, and clamp the white clamp on pump tubing.

1. Wash your hands and gather supplies. Put on purple gloves.
2. Open normal saline syringe package.
3. Open alcohol prep pad. Unscrew pump tubing from blue cap on port needle. Be sure to keep the blue cap connected to the tubing on needle.
4. Place the open-end tip of the pump tubing in the yellow plastic chemotherapy bag.
5. Open alcohol prep pad and scrub the end of blue cap on port needle tubing for 10 seconds.

6. Remove white cap from tip of saline syringe (be careful not to touch tip of syringe). Holding syringe with the tip up, gently push out any air bubbles.

7. Push tip of syringe firmly into blue cap and twist clockwise to secure.

8. To flush the line, make sure the yellow clamp is open. Then push 1mL of saline at a time then pause. Continue to push 1mL of saline and pause until the line is flushed with all 10mL of the saline. The turbulence helps to clear the line of medicine. If it is hard to push, or you feel resistance, DO NOT continue. CALL InfuSystem® at 1-800-315-3287 to speak with a nurse.

9. When the flush is complete, remove syringe by turning counterclockwise.

10. Remove clear dressing around the port needle by holding needle in place and peeling dressing from around the needle.

11. Remove the port needle by placing two fingers of your nondominant hand over the clear plastic tabs on the base. (If you are right-handed, your nondominant hand is your left hand, and vice versa.)

This picture shows two fingers placed on the clear plastic tabs on the base.
12. With your other hand, squeeze together the yellow wings and pull straight up while firmly continuing to secure the base with your two fingers. You will see an orange box at the bottom when you have removed the needle and is secured inside the safety device.

13. Place the port needle in the red sharps container.

14. To remove the bag or cassette from the pump, bring the cassette latch to a 90° angle, then press down slightly on the latch to remove the cassette and tubing.

15. Place the bag or cassette in the yellow Ziplock® chemotherapy bag. Do NOT put the pump in the bag.
How to return CADD pump equipment

Pump
- **Within one week**, promptly return the CADD pump to your clinic.
- If you are not able to return to your clinic, promptly mail the pump to InfuSystem® using a USPS or FedEx mailer and label you can obtain in clinic. Call 1-800-962-9656 ext: 2424 and they will arrange to have USPS or FedEx come pick up the pump.
- When mailing the pump back to InfuSystem®. Be sure to put on the blue circle sticker, as you can see in this picture.

Yellow Chemo Bag (with cassette or IV tubing inside)
- All yellow Ziplock chemotherapy bags must be returned to your clinic in person. Do not place in the mail.

Sharps container
- Keep the red sharps container at home until it is 3/4 full. When 3/4 full, return it to your clinic to exchange for a new one.

For help, call the InfuSystem® Nurse 24 hours a day at 1-800-315-3287.

The instructions in this teaching sheet are for informational purposes only. The content is not intended as a substitute for professional medical advice, diagnosis, or treatment. Always seek the advice of your doctor or other qualified health provider with any questions regarding your medical condition. If you experience any significant change in your health during or after treatment, contact a member of your cancer care team right away.