



Home Care Services

HomeMed ▪ MedEQUIP ▪ Wheelchair Seating Service

Home Chemotherapy Manual



University of Michigan
Comprehensive Cancer Center

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This document is not intended to take the place of the care and attention of your personal physician or other professional medical services. Our aim is to promote active participation in your care and treatment by providing information and education. Questions about individual health concerns or specific treatment options should be discussed with your physician.

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Your Healthcare Team

Cancer Center Team

Every Cancer Center patient is assigned to a team. The team consists of physicians, nurses, medical assistants, social workers, and clerical staff. Call your team if you need to speak to your physician or nurse about any symptoms you may be having during your therapy.

Infusion Room Nurses

The Cancer Center Infusion Room nurses are part of the team that will be providing your care. Working with *HomeMed*, they may be involved in teaching you about your pump, medications and flushing your catheter. If your treatment requires chemotherapy that can not be given at home, they will administer the medicine to you in the Cancer Center Infusion Room.

HomeMed

HomeMed is the University of Michigan Hospital's home infusion service and will be providing your chemotherapy and supplies either in the Cancer Center or to your home. There are various members of *HomeMed* to help you. A *HomeMed* nurse will teach you about your pump and medication. A *HomeMed* pharmacist is also available to assist you with any infusion or medication questions. A *HomeMed* clinician will continue to monitor your progress by telephone or in the infusion room.

A Team Technician organizes the delivery of your supplies either to the clinic or to your home. A technician will contact you weekly or monthly for your supply needs. Contact your technician if, at any time, you need additional supplies. Notify your technician to arrange to have your chemotherapy and sharps containers picked up once they are $\frac{3}{4}$ full.

A Patient Accounts Representative is also available should you have questions or concerns regarding your insurance billing.

All *HomeMed* staff is available during regular business hours, Monday through Friday from 8:00 AM to 5:30 PM. The telephone number for *HomeMed* is 1-800-862-2731. Should you have questions concerning your chemotherapy outside of business hours, an answering service will page the *HomeMed* clinician on call for you. 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 your Team or HomeMed

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:

1. You are unable to solve a pump alarm.
2. You are unsure if your pump is infusing correctly.
3. You need to use your chemotherapy spill kit.
4. You need additional supplies.
5. You have questions about your supplies and/or delivery.
6. You have questions about your pump.
7. You need to have your chemotherapy waste or sharps container picked up.

Call your Team nurse or physician if:

1. You feel overly tired, weak, confused or dizzy.
2. You have any bleeding or bruising that is unusual for you.
3. You have diarrhea, nausea or vomiting for more than 24 hours.
4. You are unable to eat or drink for 24 hours.
5. You notice any changes in your catheter or catheter site including a change in the appearance of the line, redness, swelling or pain.
6. You are unable to flush your catheter; it is leaking or becomes dislodged.
7. You have a temperature of greater than 101° F or higher. **DO NOT** take Tylenol® (acetaminophen), ibuprofen or aspirin containing products unless instructed by your nurse or physician.
8. Your heartbeat feels unusual or irregular.
9. You have redness, pain or sores in your mouth.
10. You have reddened or painful feet and/or hands.

Infusion Pump Guide

Introduction

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 or “container”. A delivery set 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 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. You may hear an occasional beep coming from the pump. This beep lets you know when to make an adjustment or change a container. You can read the display screen to see the cause of the beeping. If for any reason you press against the keyboard of the pump, it will cause a momentary beep—this is normal and will stop once you remove the source of the pressure.

Check your pump at least twice a day to be sure it is infusing correctly. As the pump delivers your chemotherapy, you will see the “amount infused” displayed on the screen increase as it accumulates. The “amount infused” will be equal to the mL/hr multiplied by the hours. The arrows on the pump screen will also be moving across the screen.







Call *HomeMed* if you have any questions regarding your pump.

Care of your Infusion Pump

1. **DO NOT** place the pump in any fluids. If you need to clean your pump, dampen a cloth with a solution of 1 part household bleach to 10 parts of water and wipe the pump.
2. **AVOID** dropping or hitting the pump. If the pump is dropped or hit, always check the pump to be sure it is still infusing correctly.
3. **NEVER** use sharp objects such as pens, pencils, fingernails, paper clips or needles to clean the pump.
4. **ALWAYS** avoid sources of high intensity electromagnetic radiation such as X-ray machines and airport metal detectors.
5. You may tub bathe while the pump is infusing. Place the pump and carrying pack in a resealable, plastic bag and set it next to the tub.
6. Keep your chemotherapy container in the carrying pack. If the chemotherapy container should leak inside the pack, you will need to use the chemotherapy drug spill kit. Your nurse will explain how to use this kit.

Important Pump Keys

Listed below are some important keys on your infusion pump. You will need to become familiar with these keys in order to operate your pump.

Pump key	What it does
	Press the [START] key to begin your infusion. As the pump delivers the medication, you will see the amount infused displayed on the screen.
	The [YES/ENTER] key allows you to enter the correct program to infuse your medication. The screen will tell you when to press this key.
	If you need to stop your pump, press the [STOP] key.
	To quiet an alarm, press the [SILENCE] key. The screen will tell you what the alarm means.
	Press the [HELP] key if you are unsure as to how to correct the alarm problem. Step-by-step instructions will guide you on how to correct the alarm condition.
	Press the [BACK-UP] key to exit the help screen or to return to the previous screen.

Alerts, Alarms and Troubleshooting

The GemStar® pump uses screen messages and “beeps” to let you know about conditions that need your attention. Below you will find some of the most common alert and alarm messages displayed by the pump and tips on how to solve the problem.

Screen Display	Cause	Solution
LOW BATTERIES	Pump detects drop in battery power	<ol style="list-style-type: none"> 1. Press the [SILENCE] key 2. Press [STOP] key 3. Replace batteries (see next page) 4. Press [START] key
START	Pump is programmed but has remained in the stop mode for more than 3 minutes	<ol style="list-style-type: none"> 1. Press the [SILENCE] key 2. Press the [START] key or turn the pump off if you are finished with your chemotherapy
CHECK CASSETTE-X	Cassette not installed, or installed improperly	<ol style="list-style-type: none"> 1. Press [SILENCE] key 2. Press [STOP] key 3. Press firmly down on the cassette 4. Press [START] key
CHANGE BATTERIES	The pump has detected weak batteries and entered the STOP mode	<ol style="list-style-type: none"> 1. Replace both disposable batteries. 2. Press the [ON/OFF] key to restart the pump.
DIST. OCCLUSION	A blockage has been detected in the IV tubing BELOW the pump (i.e. between the pump and the catheter)	<ol style="list-style-type: none"> 1. Press the [SILENCE] key 2. Press the [STOP] key 3. ✓ IV tubing for kinks or blockages BELOW the pump and correct 4. ✓ that all clamps are open 5. Press firmly down on the cassette 6. Press the [START] key
PROX. OCCLUSION	A blockage has been detected in the IV tubing ABOVE the pump (i.e. between the pump and the chemotherapy container)	<ol style="list-style-type: none"> 1. Press the [SILENCE] key 2. Press the [STOP] key 3. ✓ IV tubing for kinks or blockages ABOVE the pump and correct 4. ✓ that all clamps are open 5. ✓ for blockage in the bag and IV spike 6. Press firmly down on the cassette. 7. Press the [START] key

The Help Key

If at any time you are unsure about correcting an alarm, simply press the **[HELP]** key. Step-by step instructions will guide you through correcting the alarm.

When an alarm occurs:

1. Press the **[SILENCE]** key.

2. Press the **[HELP]** key.



3. Use the \uparrow (up arrow) or \downarrow (down arrow) key to see all of the HELP screen information.

4. Press the **[BACKUP]** key to exit the HELP screens.

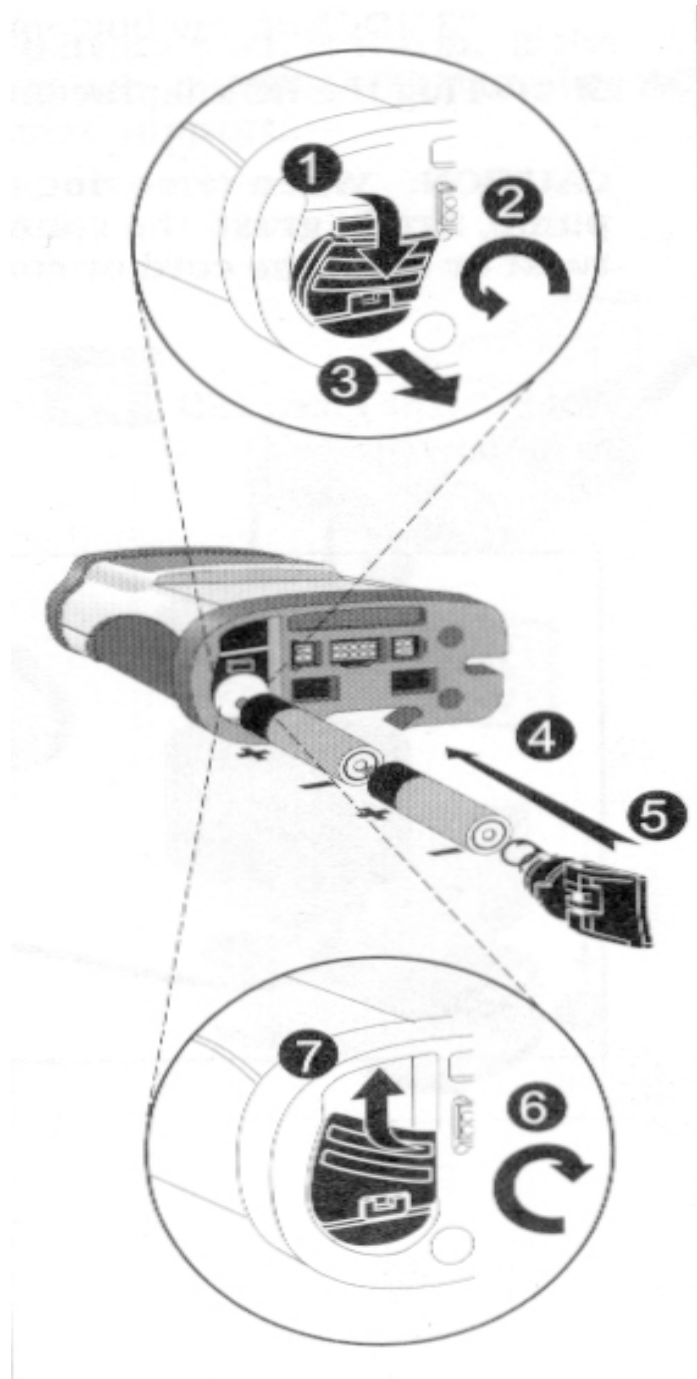


5. Follow the instructions in the HELP screens to correct the problem

Changing the Batteries

The Gemstar® pump requires 2 AA-size batteries. If you need to change the batteries, **always replace both batteries**. To insert or replace the batteries:

1. Press the **[SILENCE]** key. Press **[STOP]** key. Flip the tab on the bottom of the pump (#1 on the diagram).
2. Hold onto the tab and turn the battery door to the left (#2 & 3 on diagram).
3. Remove the old batteries and insert new batteries (#4 on diagram).
4. Replace the battery door (#5 on diagram). Turn the door to the right (#6 on diagram). Make sure the battery door is secured under the slot.
5. Flip down the tab of the battery door to lock in place (#7 on diagram).
6. Make sure the battery door is flush with bottom of pump.
7. Screen on pump will display UNIT SELF TEST IN PROGRESS USING BATTERIES. Press the **[ENTER]** key.
8. Press the number the **[#1]** key to RESUME PROGRAM
9. Press the **[START]** key to restart your infusion.



Avoiding Infection & 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 a liquid antibacterial soap.
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. Needles 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. If you are inserting a sterile needle through a non-sterile surface, always use an alcohol wipe to clean the surface. Do not touch this area after cleaning it.
6. **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 medicine labels to see if your medication 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 whether you should or should not use a supply, call *HomeMed*. **DO NOT USE IF:**

- Any leaks are present.
- There is any cloudiness or discoloration.
- There are any particles or specks in the solution.
- The label on the medication or IV bag does not have your name on it.
- The label on the medication or IV bag has a different drug or dose listed.
- The expiration date on the label has passed.

Check to be sure that packages are sealed. **DO NOT USE PACKAGES IF:**

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

Selecting and Preparing Your Work Area

Select an area in your home with enough space and light that is free from drafts, visible dirt, clutter and distractions. Avoid using the kitchen because this area is often populated with germs. You will need a smooth, nonporous table, countertop or tray that can be cleaned with rubbing alcohol. DO NOT use a wood surface. Ideal surfaces are plastic or metal.

Supplies:

Bottle of rubbing alcohol or other household disinfectant

Paper towels

Waste basket

Procedure:

1. Clean any soil off the table, countertop or tray with soap and water.
2. Pour a puddle of rubbing alcohol onto the center of the area.
3. Using a paper towel, start at the center of your work area and move outward with a circular motion. Do not circle back over the previously cleaned area.
4. Let the surface dry.

Hand Washing

Hand washing is one of the most important things you can do to prevent infection. You should wash your hands before and after doing any procedure, before and after removing gloves, after handling any contaminated waste or body fluid, after personal hygiene (such as toileting or blowing your nose) and before eating. You will need an antibacterial soap or you may use an antiseptic gel or hand rub that does not require water.

Supplies:

Antibacterial soap

Paper towel

Procedure:

1. Wet your hands and wrists under running water.
2. Scrub vigorously with an antibacterial soap for 15 seconds. Work lather between fingers, under nails, over palms and on backs of hands and wrists.
3. Rinse hands and wrists and dry with a clean paper towel.
4. Turn off faucet with a paper towel.

Antiseptic hand lotions or gels can be more effective in reducing infections.

They should NOT be used if your hands are visibly soiled or have body fluids (such as blood) on them.

Off-brand hand gels can be less expensive.

Always check the label for the gel or lotion to contain either ethyl alcohol (ethanol), normal propyl alcohol (n-propyl) or isopropyl alcohol in concentrations between 60-90%.

Changing an IV Bag or Container

When it is time to change the IV bag or container, the pump will beep and display the following screen:



Supplies:

Pair of chemotherapy gloves

Chemotherapy bag

Absorbent pad

Hazardous waste or chemotherapy container

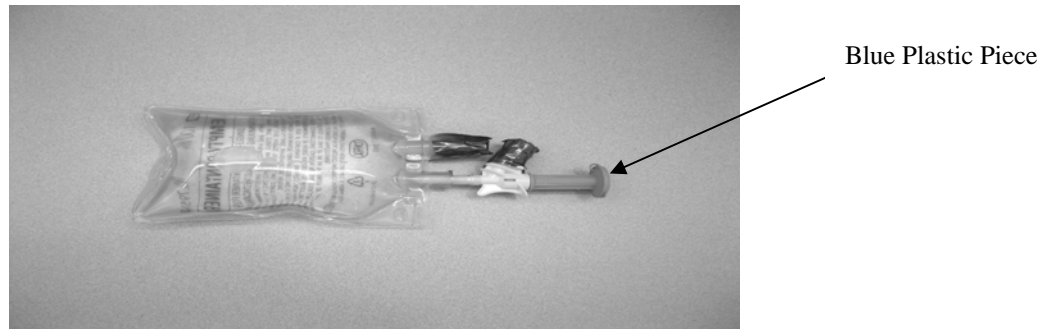
Bottle of rubbing alcohol

Paper towel & antibacterial soap

Procedure to change the empty IV bag or container:

1. Gather your supplies.
2. Wash your hands and prepare your work area.
3. Spread out the absorbent pad on your work area. Open the carrying pack and place the empty IV bag on the absorbent pad. Place the pump to one side of the work area.
4. Put on the chemotherapy gloves. Press the **[STOP]** key to place the pump in the STOP mode.
5. Hold the old medication bag with the blue piece pointing up and carefully remove the “spike” from the old container being careful not to touch the white spiked end of the IV tubing.

6. Once the tubing is removed, immediately place the chemo bag into your chemo bucket as medication can easily leak out.
7. Open the blue flip-top cap on the new bag. Insert the tubing into the new bag through the blue plastic piece using a twisting motion.



8. Press the **[CHANGE]** key.
9. Press the number **[1]** key to select NEW CONTAINER. The pump will display NEW CONTAINER for several seconds and will clear the amount infused from its memory.
10. Press the **[START]** key to restart your therapy.
11. Remove your gloves and place them on the absorbent pad.
12. Fold the pad over the gloves and discard in the chemo container.
13. Replace the medication bag/container and the pump in your carry pack.
14. Wash your hands.

Flushing and Removing a Port Needle

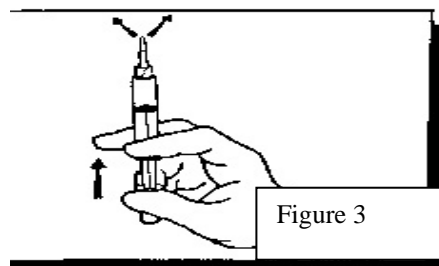
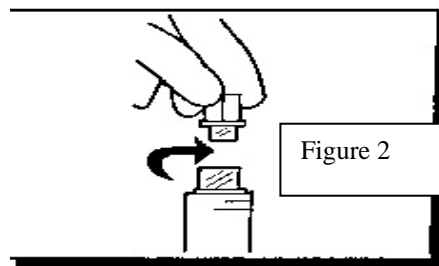
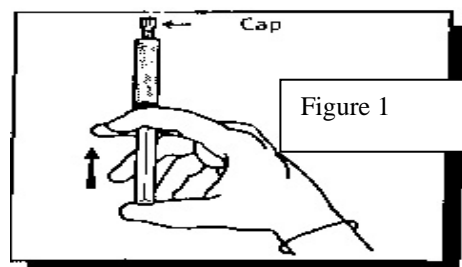
You may need to learn how to remove the needle from your port. It is important to always flush the port before removing the needle in order to keep it patent.

Supplies:

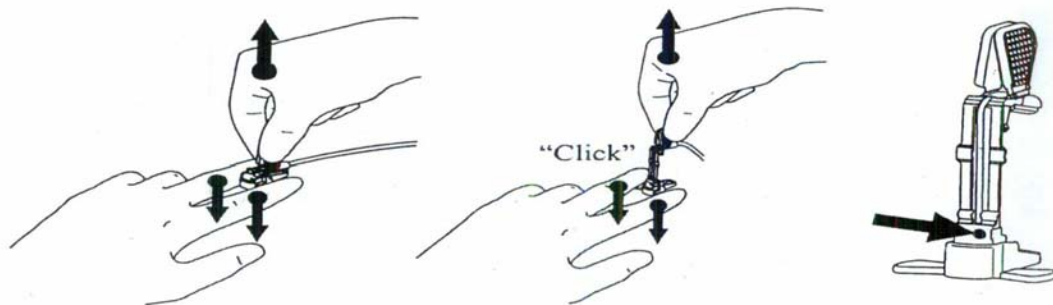
- (2) blunt needles
- (1) prefilled saline flush syringe (remove from package)
- (1) prefilled heparin flush syringe (remove from package)
- (4) alcohol prep pads
- (1) 2 x 2 gauze square
- (1) bandaid
- (1) absorbent pad

Procedure:

1. Gather supplies, clean your work surface, wash hands and place the absorbent pad to the side of your work surface.
2. Hold the prefilled heparin syringe upward (figure 1).
3. **Do not remove the cap.** Press on the plunger. (figure 1). **DO NOT** pull back on the plunger.
4. Remove the protective cap from the end of the prefilled heparin syringe (figure 2).
5. Attach a blunt needle to the syringe by twisting the green cap off the blunt needle. Attach the needle to the syringe by turning the needle clockwise. Do not remove the gray cap that protects the blunt needle.
6. Hold the syringe with the needle pointing upward. If bubbles appear, gently tap the sides of the syringe. The bubbles will rise to the top of the syringe.



7. Push the plunger to remove all the air out of the syringe (figure 3).
8. Prepare your 2 saline syringes by repeating steps 1 through 6.
9. Clamp IV tubing. Press the [**STOP**] button on your pump, then the [**POWER**] key to turn off your pump.
10. Put on gloves and unhook the IV tubing from your port tubing by squeezing the “butterfly” wings. Place the IV tubing on your absorbent pad.
11. **Vigorously** scrub the green cap on your port tubing with an alcohol wipe. Remove gray cap from the needle of the saline syringe. Insert needle into the green cap and inject the entire amount of the saline.
12. **Vigorously** scrub the green cap again with an alcohol wipe. Remove the gray cap from the needle of the heparin syringe and insert needle into the green cap. Inject the heparin until you reach the 0.5 mL mark. Then, gently push on the syringe plunger and clamp the tubing.
13. Remove the catheter dressing.
14. Open the 2x2 gauze square and have ready to apply pressure at the needle site.
15. Remove port needle by securely holding the plastic base down with 2 fingers. Then firmly pull wings up until you hear or feel a “click” and can see the orange dot.



16. Apply pressure for a few seconds with the 2x2 gauze square.
17. Cover the site with a Band-Aid if needed.
18. Dispose of tubing, bag, needle, syringes and gloves in the chemo container.
19. Wash your hands.

Special Considerations:

Vesicant Chemotherapy Agents

Some commonly used chemotherapy drugs may cause tissue damage if the needle becomes dislodged from your port, if the catheter becomes damaged, or if the catheter is no longer in your vein. This causes the drug to be infused into your tissue and is called extravasation. **Drugs that can cause tissue damage are called vesicants.**

Some examples of vesicant drugs are:

- **doxorubicin (or Adriamycin),**
- **vincristine**
- **vinblastine**

To help avoid tissue damage, or extravasation, you will need to return to the Cancer Center Infusion Room every day throughout the infusion of any vesicant drug. The nurses will check for a blood return from each lumen of your IV catheter. This will be a short visit, but is very important.

Signs and symptoms of extravasation may include one or more of the following:

- A burning sensation at or around your IV site
- Pain at your IV site
- Your infusion pump alarms “occlusion”
- Redness, swelling or tenderness at or around your IV site
- Drainage or a wet IV dressing

If you experience any of the above signs and symptoms, **IMMEDIATELY** contact HomeMed or your physician for further instructions. Prompt identification of the symptoms and treatment may minimize the amount of tissue damage.

Chemotherapy Precautions

Special precautions need to be taken to protect you and your caregivers from accidentally coming into contact with chemotherapy medicine. These precautions should be followed during your infusion and for 2 days after stopping your chemotherapy.

Laundry

Laundry soiled with chemotherapy should be handled carefully with gloves so that it does not come in contact with your skin. Wash any soiled linen or clothes immediately in your washer with your regular soap. If you do not have a washer, place the soiled items in a plastic bag until they can be washed. Discard the gloves in the hazardous waste container.

Skin Care

Skin irritation may occur if chemotherapy comes into contact with your skin. If this happens, wash the area with soap and water, then dry. Call your doctor if the redness or irritation lasts longer than one hour.

Eye Care

If the chemotherapy splashes into your eyes, flush them out immediately with water for 10 to 15 minutes and call your doctor.

Body Wastes

Chemotherapy is present in urine, stool, and vomitus. You need to take precautions to protect yourself, caregivers and your family members. If you are exposed to any body wastes, always wash your hands with soap and water. Others in your household may use the same toilet as long as all waste is flushed down the toilet. If you use a commode, bedpan, urinal or a basin for vomiting, your caregivers should use gloves

when emptying the waste, and then rinse the utensils with water and clean at least once a day with soap and water. If you do not have control of your bladder or bowels, use a disposable, plastic-backed pad, diaper or sheet to absorb urine and stool. When it becomes soiled, change immediately and wash the skin with soap and water. If you have an ostomy, you should wear gloves when emptying and changing the appliance. Diapers, pads and gloves soiled with chemotherapy wastes should be disposed of in the chemotherapy container. Call HomeMed if you should need a larger container or if your container needs to be picked up for disposal.

Pregnant and/or Breast Feeding Caregivers

Pregnant or breast feeding women should wear gloves and gowns when caring for patients receiving chemotherapy. This includes changing chemotherapy bags, discarding wastes and cleaning body substances such as diapers and “baby spit”.

Sexual Activity and Pregnancy

You should avoid engaging in sexual activity for 48 hours after receiving chemotherapy because body fluids may contain chemotherapy. Chemotherapy can cause birth defects if it is used by the mother while she is pregnant or by the father if his sexual partner becomes pregnant. You should use 2 forms of birth control to avoid pregnancy while you are using this medicine and for at least 6 months after your treatment ends. This is very important if you are a man or woman. Immediately notify your physician if pregnancy occurs while you are using this medicine.

Some men and women who have received chemotherapy have become infertile (unable to have children). If you plan to have children, talk to your doctor.

Chemotherapy Wastes and Disposal

Chemotherapy is considered a hazardous waste. **Do not touch chemotherapy with your bare hands and do not throw any hazardous wastes into the garbage.** Any equipment or objects such as needles, syringes, medication bags and IV tubing which come into contact with chemotherapy must be disposed of in specially marked containers. These containers are hard plastic and are labeled either “hazardous waste” or “chemotherapy”. They should be kept out of the reach of children and pets, clearly labeled with a secure lid.

You should place needles, syringes, lancets and other sharp objects in a **hard-plastic or metal container** with a screw-on or tightly secured lid.

The container should be labeled to avoid confusion

We also recommend that soiled bandages, disposable sheets and medical gloves be placed in securely fastened plastic bags before you put them in the garbage can with your other trash.

HomeMed delivers a chemotherapy container with your supplies. Place all needles, IV tubing, chemotherapy bags, syringes and lancets in this container and notify us when the container is approximately 75% full. HomeMed will arrange for pickup of the container. For your safety, do NOT bring your container to the hospital or Cancer Center for disposal. Contact your local Department of Environmental Protection for disposal regulations in your area.

Further information can be found at:

United States Environmental Protection Agency at: www.epa.gov/osw

Chemotherapy Spills

In case of a chemotherapy spill, you will need to use a kit for clean up. You should never touch the spill without gloves. A kit has been provided to you with your supplies. You should keep this kit with you even when you travel. Always notify your cancer center nurse/physician and HomeMed 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:

1. Take all items out of the kit.
2. Put on both pair of gloves. If the IV bag or tubing is broken, or leaking, first disconnect the tubing and flush your catheter.
3. Put on the blue gown.
4. Put the mask with the Eye Shield.
5. Open the Chemo Bio-Wipe Bag™ and insert 1 of your gloved hands into the mitt.
6. Wipe up the spilled substance with the absorbent side of the Chemo Bio-Wipe Bag™ .
7. Turn the bag and absorbed substance inside out to contain the spilled substance.

8. Peel off the adhesive strip carefully and place in the Chemo Bio-Wipe Bag™ .
9. Fold the top of the Chemo Bio-Wipe Bag™ over and seal.
10. Place the sealed Chemo Bio-Wipe Bag™ into the large yellow ChemoBloc® waste bag.
11. 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.
12. Remove facemask, gown and both pairs of gloves and place in the large yellow ChemoBloc® waste bag.
13. Close the bag with the metal tie wrap.
14. Wash your hands with soap and water.
15. Call HomeMed for instructions on how to dispose of the bag and for arrangements to replace the chemotherapy and spill kit.

Notes

Notes

Resource People and Phone Numbers

Refer to page 5 for descriptions of whom to call and when to call them.

HomeMed Staff

In general, you should contact HomeMed for any problems with your pump, the chemotherapy itself or with your supplies.

<p><i>HomeMed</i> number & On-Call number after 5:30 PM</p>	<p>1-800-UMCARE1 (1-800-862-2731)</p>
<p><i>During Business Hours:</i> 8:00 a.m to 5:30 p.m. (Monday through Friday)</p>	<p>For questions about supplies or if you need to reorder supplies, call the Team Technician at: Ext: <u>7440</u> If you would like to speak to a nurse or pharmacist, the Team Technician will connect you to one.</p>

Cancer Center Team Staff

In general, you should contact the Cancer Center clinical staff if you have any physical changes or side effects (such as fever, nausea, or signs of infection).

<p>Monday through Friday, 8 a.m. to 5:30 p.m.</p>	<p>Call your Cancer Center Clinical Team at: (734) _____</p>
<p>After Business Hours, Weekends and Holidays:</p>	<p>Call the paging operator at (734) 936-9867 and ask to speak to the doctor who is covering your Clinical Team.</p>