



Kennebec  
Pharmacy &  
Home Care

***INSTRUCTIONS FOR IV THERAPY  
BY GRAVITY OR VISTA BASIC INFUSION PUMP***

- 1.) Keep medication refrigerated unless label states "DO NOT REFRIGERATE – PROTECT FROM LIGHT" . Remove ½ to 1 hour before administering.
- 2.) Wash hands prior to touching supplies or catheter.
- 3.) Take IV tubing out of package and close roller clamp.
- 4.) Remove cover on the access port of the medication bag, as well as the cover over the tubing spike. Insert spike into the access port of the medication bag completely. (Be careful to insert the spike straight to avoid spiking a hole through the plastic.)
- 5.) Hang medication bag on IV pole and squeeze drip chamber until ½ full of solution.

***\*\*\*IF USING VISTA BASIC PUMP, FOLLOW QUICK REFERENCE INSTRUCTIONS FOR PRIMING THE TUBING USING THE PUMP, THEN PROCEED TO STEP #8.***

- 6.) Slowly open roller clamp and allow fluid to fill IV tubing completely. (If there is a filter on the tubing, it should be hanging down during this time.)
- 7.) Close roller clamp once IV line has been filled with medication and NO air is in tubing.
- 8.) Wipe the cap on your IV line with an alcohol pad. (The cap will either be blue or white w/ blue in the middle.)
- 9.) Flush your IV line with Sodium Chloride (NaCl /normal saline) \_\_\_\_\_cc.
- 10.) Wipe IV cap with alcohol pad and connect medication tubing to the IV cap.

***\*\*\*IF USING VISTA BASIC PUMP – GO TO VISTA BASIC QUICK REFERENCE PUMP INSTRUCTIONS". THEN PROCEED TO STEP #12.***

- 11.) Open roller clamp slowly. Adjust for \_\_\_\_\_ drops per \_\_\_\_\_ .
- 12.) Once drug container is empty, close roller clamp on tubing and disconnect tubing from IV. Put sterile cap cover on end of tubing and save for next dose, or discard tubing if it is time for it to be changed. Tubing should be changed every \_\_\_\_\_ hrs.  
(NOTE: If using Vista Basic pump, you may leave tubing in pump between doses until it is time to discard.)
- 13.) Flush IV with Sodium Chloride \_\_\_\_\_cc.
- 14.) Flush IV with Heparin \_\_\_\_\_cc. (If catheter is a Groshong, no heparin is needed).