

PharmGuard® Administrator Medication Safety Software

Training Checklist

For use with the CADD®-Solis ambulatory infusion system, V3 and above

Facility Name: _____

INTRODUCTION		CHECKBOX
CADD®-SOLIS SYSTEM	Identify components: Administrator, Point of Care (POC – if applicable), CADD®-Solis Pump, USB cable, Barcode Scanner (if applicable), Barcode Printer (if applicable)	
DATABASE LOGIN	Demonstrate opening PharmGuard® Medication Safety Software – Administrator	
	Login to Administrator program using default User ID and default password	
MENU BAR	File: New Library, Save Library As, Delete Library, Export Library, Import Library, Create Package, and Exit	
	Pump Communications: Define – CADD®-Solis Pump: Send Library, Send Protocol and Get History	
	Send Library: Discuss Pump Settings (Date/Time Settings; Pump Asset ID)	
	Send Protocol: CADD®-Solis VIP pump only	
	Get History: Discuss – Get Current Data; View Reports	
	Log Reports: Define and demonstrate – Log Report function	
	Print Barcode: Define and discuss – Print Barcode function (if applicable)	
	Settings: Define and discuss – Pump Selections, Database Location, System Tools, Administrator Auto Logout, CADD®-Solis Pump Settings, User Accounts, and Change User Password	
Help: Define and discuss – Administrator Help Topics and About Administrator		

LIBRARY GENERAL SETTINGS TAB		CHECKBOX
LIBRARY DESCRIPTION	Discuss Library Description use	
MANAGE LIBRARY	Library Version: Define and discuss – Update and Restore	
LIBRARY SUMMARY REPORT	Brief overview (“All Active Protocols Report”)	
PROFILES	Define and discuss use of Profiles – Enable	
POINT OF CARE SETTINGS (POC)	Discuss and define: Enable; Require Login; Auto Logout (if applicable)	

SETUP THERAPIES, QUALIFIERS, AND DRUGS TAB

CHECKBOX

THERAPY, QUALIFIER, AND DRUG (T/Q/D) – GENERAL Discussion of the "T/Q/D" concept (within Profiles if applicable) and considerations for its development

- Considerations**
- Based upon "standard physician orders" or "CPOE order entry" format
 - Discuss TALLman lettering use
 - Discuss character limits and the importance of correct spelling
 - Discuss sorting (on Specify Protocol tab)
 - Qualifier names are "tied" to specific Therapy names
 - Drug Names are available for any combination of Therapy – Qualifier
 - Consequence of editing T/Q/D after protocols specified

- Therapies**
- New: Define and discuss new therapy name and note entry
 - Edit: Define and discuss editing of therapy name and note entry
 - Delete: Define and discuss deleting of therapy name and note entry

- Qualifiers**
- New: Define and discuss new qualifier name and note entry
 - Edit: Define and discuss editing of qualifier name and note entry
 - Delete: Define and discuss deleting of qualifier name and note entry

- Drugs**
- New: Define and discuss new drug name (3 lines – scrolling displayed), units, concentration, drug ID
 - Edit: Discuss that drug ID can be edited, but drug name cannot
 - Delete: Define and discuss deleting of drug name
 - Print Barcode: Define and discuss Print Barcode option (if applicable)

- In Use** Discuss "In Use" yes and no parameters

SPECIFY PROTOCOLS TAB

CHECKBOX

SPECIFY PROTOCOLS – GENERAL Must define one Therapy, one Qualifier, and one Drug for each protocol

- Pump Selection** Discuss confirming correct selection

- Sort Protocols** Discuss/demonstrate: Alpha (default) or Custom; by Profile (if applicable)

- Manage Templates** Discuss/demonstrate: Only for alarms, security, display/sound tabs

- New Protocol** Demonstrate specifying a new protocol; discuss notes (if applicable); use of Template

- Edit Protocol** Discuss editing of protocols and protocol notes

- Print Protocol** Demonstrate option to print Protocol Details Report

- Delete Protocol** Define and discuss option to delete protocols

- Rx Form** Demonstrate option to print prescription forms for protocols

PROFILES TAB

CHECKBOX

PROFILES Discussion Profiles (if applicable) and considerations for its development

- Profiles**
- New: Define and discuss new profile name
 - Edit: Define and discuss editing of profile name
 - Delete: Define and discuss deleting of profile name
 - Sort: Discuss sorting order of profile names

- Assign to Profile** Discuss: Assign, Unassign

- Sort Protocols** Discuss/demonstrate: Alpha (default) or Custom; by Profile (if applicable)

SET UP

Keypad Color Discuss options and implications: Gray, yellow

Cassette Flow Type Discuss options and implications: Standard, high flow

Maximum Delivery Rate Define and discuss Maximum Delivery Rate

Reservoir Reset Volume Discuss considerations for Reservoir Reset Volume value

Profiles Discuss assignment of Protocol to Profiles (if already defined)

CONTINUOUS RATE

Discuss use of Continuous Rate: Enable

Discuss appropriate hard and soft limit parameters

INTERMITTENT BOLUS

Discuss use of Intermittent Bolus: Enable

Intermittent Bolus Define: Discuss appropriate hard and soft limit parameters

Bolus Interval Define: Discuss appropriate hard and soft limit parameters

Bolus Interval Type Define (interaction between IB dose and PCA dose): Discuss implications

Next Bolus Discuss use of this setting (can easily program on pump at bedside)

PCA DOSE

Discuss use of PCA/PCEA Dose: Enable

PCA Dose Discuss appropriate hard and soft limit parameters

PCA Dose Lockout Discuss appropriate hard and soft limit parameters

DELIVERY LIMIT

Discuss Delivery Limit Method options

Delivery Limit Period If applicable

Delivery Limit Discuss appropriate hard and soft limit parameters and included values

Max Doses/Hr Discuss appropriate hard and soft limit parameters and included values

CLINICIAN BOLUS

Discuss use of Clinician Bolus

Discuss appropriate hard and soft limit parameters

ALARMS

Pump Stopped Alarm Discuss alarm type options

Reservoir Low: Trip Point and Alarm Type Discuss considerations for Trip Point value: usual delivery rates and boluses, time needed for nurse to receive new drug reservoir – priming method, admin set priming volume, drug waste

Discuss alarm type options

Air Detector Discuss use or non-use

Define and discuss sensitivity options

Upstream Sensor Discuss use or non-use

Downstream Sensor Define and discuss sensitivity options

Preventative Maintenance Discuss use or non-use of reminder message and interval options

Reservoir Empty Alarm Type Discuss alarm type options

SECURITY

Codes Define Keypad, Clinician, and Admin code permissions

Discuss customization of codes (recommended)

Manual Mode Code Level Define and discuss code access level to Manual Mode programming; recommend Admin code access level, policy and procedure in place to handle non-protocol library programming requests

Keypad Security Define and discuss Keypad Security options

DISPLAY / SOUND

Backlight Intensity	Discuss considerations for Backlight Intensity value: battery usage, low light environment, backlight intensity may be changed on the pump if necessary
Alarm Sound Volume	Demonstrate and discuss options, alarm sound volume may be changed on the pump if necessary
Sound Theme	Demonstrate and discuss considerations for Sound Theme: Other medical equipment alarms occurring in same vicinity
Key Beep	Discuss use or non-use
Color Theme	Discuss considerations for Color Theme options: Other use of color for identification purposes within the institution
Date/Time/Numeric Format	Discuss Date Format options
Support Message	For the Help screens – troubleshooting alarms
Clinical Advisory Note	Seen at the time of protocol selection on the pump. After Accepting all values, you press Next – then it appears (Cancel or OK). Cancel goes to home screen, okay goes to prime or start prompt. If Cancel and try to start, it will force another review
ACTIVE - PROTOCOL AVAILABLE TO SEND TO PUMP	Define and discuss "Active" checkbox

Instructor: _____
(print)

(signature)

Participant: _____
(print)

(signature)

Date: _____

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Smiths Medical ASD, Inc.
6000 Nathan Lane North
Minneapolis, MN 55442, USA
Tel: 1-214-618-0218
Toll-Free USA: 1-800-258-5361

Find your local contact information at: www.smiths-medical.com/customer-support

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