**Alaris PCA module pocket guide**

**Warning:** before loading or unloading syringe, always turn off fluid flow to the patient using tubing clamp. Uncontrolled fluid flow can occur when administration set is not clamped or turned off and may cause serious injury or death.

**Loading the syringe:**
1. Pull syringe barrel clamp out, rotate it to left, gently release it.
2. Twist gripper control clockwise to raise drive head (gray) to its fully extended position.
3. Insert syringe by sliding flat edges between barrel flange grippers (see drawing).
4. Lock syringe in place by closing barrel clamp. To close barrel clamp, pull out and rotate it to right.
5. Twist gripper control clockwise, gently lower drive head, release gripper to lock plunger in place.

**Priming the Syringe using the Alaris® PCA module:**

**Note:** Do not prime while attached to patient.

1. Prime soft key is available only after Syringe Type and Medication selection (prior to infusion mode selection).
2. At Infusion Mode screen, press OPTIONS, then press PRIME SET WITH SYRINGE.
3. Press and hold PRIME key to prime tubing.

**Programming guide**

**Initial set-up:**

1. Load syringe with administration set attached.
2. Press SYSTEM ON KEY.
3. Select Yes or No to “New Patient?”
4. Select appropriate profile.
5. If required, enter patient identifier or press EXIT.
6. Press CHANNEL SELECT key.
7. Set key to PROGRAM position.
8. Confirm time of day or change time if necessary.
9. Select correct syringe type and size. Press CONFIRM. **Note:** If installed syringe is not listed, press ALL SYRINGES and select correct syringe type and size.
10. Select correct medication and concentration.
11. At Infusion Mode screen, press OPTIONS, then press PRIME SET WITH SYRINGE.
12. Press and hold PRIME key to prime tubing.

**Note:** Do not prime while attached to patient.

13. Press EXIT when priming is complete.
14. Select desired Infusion Mode and follow on-screen prompts to enter dosing parameters.
15. Close and Lock door.
16. Attach administration set tubing to patient.
17. Review and verify settings.
18. Open tubing clamp.
19. Press START.

**Change syringe and use Restore Feature**

1. Press PAUSE on PCA module. **Note:** Always clamp administration set and disconnect from patient before changing syringe.
2. Use PCA key to unlock door, remove syringe, press SILENCE.
3. Attach new syringe to tubing and load new syringe in to PCA module.
4. Set key to “Program” position and close door.
5. Press CHANNEL SELECT key.
6. Select and Confirm correct syringe type and size.
7. If using same drug, dosing units and concentration then press RESTORE.
8. Verify that drug, concentration and dosing parameters are correct.
9. Lock door and open tubing slide clamp.
10. Review settings and press START.
11. Press CHANNEL SELECT key.
12. Press PROGRAM.
13. Set key to “Program” position or enter authorization code (if enabled).
14. Press CHANGE MODE. Select desired infusion mode and follow onscreen prompts.

**Give a clinician bolus dose:**

1. Press CHANNEL SELECT key.
2. Press Bolus Dose.
3. Select desired Infusion Mode and follow on-screen prompts to enter dosing parameters.
4. Enter bolus dose amount and lock door.
5. Press CONFIRM.
6. Review settings and press START.

**Beginning of shift/Summary Review:**

1. Press CHANNEL SELECT key and verify settings.
2. Press START key.

**Access drug event history:**

1. Press CHANNEL SELECT key.
2. Press OPTIONS then press DRUG EVENT HISTORY.
3. Press EXIT and then press START.

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Operator Precautions: For proper operation of the Alaris® System the user must be familiar with the features, disposables, administration sets, set-up and programming.

This guide includes selected information and suggestions and is not intended to be comprehensive instructions for the set-up and operation of the Alaris® System. For complete instructions along with Warnings and Cautions, refer to Alaris System Direction for Use (v8).
Patient history/24 hr. history:
1. Press CHANNEL SELECT key
2. Press OPTIONS
3. Press PATIENT HISTORY
   Note: The top of the Patient History screen displays
   - The exact timeframe for patient history. History from ##:##
   - Time that past history was “LAST CLEARED”
4. Press ZOOM key (time interval) as appropriate and review drug totals.
5. To clear patient history, press CLEAR HISTORY and then press YES or NO.
6. To view 24-hour totals: Press 24 h Totals.
   Note: This is a moving window of time, meaning that after 24 hours, the Patient History rewrites.
7. Press EXIT and then press START.

PCA/Monitoring Trend Data:
Note: This function requires use of Alaris® PCA monitoring modules:
1. Press CHANNEL SELECT on monitoring module
2. Press OPTIONS
3. Press PCA/MONITORING TREND DATA
4. To exit: Press MAIN
5. Press MAIN SCREEN

Change Dose Request Cord audio and light setting
1. Press CHANNEL SELECT KEY
2. Press OPTIONS
3. Press Dose Request Set-up
4. Select desired Dose Cord Profile.
   (1 = light flashes, 2 = light on, 3 = light off)
5. Press CONFIRM, then press START

To attach the Dose Request Cord:
Align the red markings on both the Alaris® PCA module and the Dose Request Cord.

To detach the Dose Request Cord:
Hold the body of latching connector on the Dose Request Cord and pull straight away from the Alaris® PCA module, without twisting or turning.

Detaching the Alaris® PCA Module:
Use PCA key to unlock door. Locate black lever inside at bottom left and depress. At the same time: Hold the Alaris® PCA module and move the bottom of the Alaris® PCA module away from the Alaris® PCA Unit.

Troubleshooting

Alarms, errors, messages
Note: During an alarm state, the Alaris® PCA module is no longer infusing.

Incorrect concentration or dosing:
An incorrect concentration or dosing parameter may have been programmed which could result in an excessive volume or dose being delivered.
1. Remove syringe.
2. Verify the concentration listed on syringe matches concentration (DRUG AMOUNT and DILUENT VOLUME) programmed into PCA module.
3. Reprogram
   Note: This message can be the result of an incorrect DRUG AMOUNT and/or DILUENT VOLUME entry or can occur if hospital-established Guardrails® limits are very wide. Be sure to enter either a drug amount per 1 mL or total drug amount per total volume. For example, a 30 mL syringe with concentration of 1 mg/1mL can be entered in 1 of 2 ways:
   - DRUG AMOUNT 1 mg
   - DILUENT VOLUME 1 mL
   Or
   - DRUG AMOUNT 30mg
   - DILUENT VOLUME 30mL

Maximum Limit Reached:
Programmed maximum limit has been reached over time-period specified. Infusion paused until time limit has expired. Alarm message Max Limit Reached will scroll in channel message display on the Alaris® PCA module. To silence safety alarm tone, press SILENCE key. The Alaris® PCA module will remain silent until the Syringe Empty alarm sounds. When programmed in PCA Dose and Continuous mode, the Green indicator light remains illuminated. Yellow indicator light will flash during NE0I Alert.

Near End of Infusion Alert (NE0I):
Alert message Near End alternates with remaining VTBI on the screen until syringe is empty. Alert message will scroll in channel message display on the Alaris® PCA module. The Alaris® PCA module remains functional and will continue infusing. To silence safety-alert tone, press SILENCE key. The Alaris® PCA module will remain silent until the Syringe Empty alarm sounds. When programmed in PCA Dose Only mode, the Green indicator light illuminates only when a PCA dose is being delivered. When programmed in PCA Dose and Continuous mode, the Green indicator light remains illuminated. Yellow indicator light will flash during NE0I Alert.

Syringe empty:
Alarm message Syringe Empty will scroll in channel message display on the Alaris® PCA module. To silence safety-alarm tone, press SILENCE key. The Alaris® PCA module will remain silent approximately two minutes and will re-sound.