

Outpatient Infusion Program

Patient Guide

Welcome to the Lexington Infectious Disease Consultants Outpatient (OPAT) Infusion Program! This program allows patients to receive intravenous antibiotic therapy at home, with medications, supplies, and line care through our office.

Our clinical staff is available 24 hours a day to address questions or concerns related to your infusions. Our office hours are: Monday through Thursday 9:00AM to 5:00PM and Friday 9:00AM to 3:00PM.

During business hours, if you need to speak with an infusion nurse, please call **(859)277-4005**, press **0**, and request the **OPAT nurse**.

After business hours, including evenings, weekends, and holidays, calls are routed to our answering service. You will continue to call **(859)277-4005** and follow the prompts to reach the paging system. Request the “**OPAT nurse on call**,” and the answering service will page the nurse. *If you have not received a return call within 15 minutes, please call back and page again. Inform the operator that this is your second page.*

A reimbursement specialist is also available to assist with insurance verification and financial questions. During office hours, please call **(859)277-4005** and ask for the **Billing Department** for assistance.

OPAT Program Guidelines

- All patients enrolled in the OPAT program will be seen by a physician in the office on a weekly basis, unless otherwise directed by the ordering physician.
- All patients will have their PICC line dressing changed weekly in our office to reduce the risk of infection.
- All patients will have weekly laboratory testing unless otherwise ordered by the provider.
 - The laboratory is located on the 7th floor of the building.
 - Patients should arrive at least 30 minutes prior to their scheduled appointment to obtain the laboratory order from the front desk and complete lab work prior to seeing the physician. This will help ensure results are available for review during the appointment.
 - Medication refills will not be provided until all required laboratory results have been reviewed and approved by the physician.

Patient Responsibilities

- Provide accurate and complete information regarding past medical history, hospitalizations, medications, allergies, and any other relevant health information that may impact your care.
- Follow your prescribed home care plan and medication instructions as directed.
- Ask questions at any time you do not understand your treatment plan or instructions.
- Contact our office if you experience a change in your condition.
- Contact our office for any infusion related concerns, including medication reactions or missed doses.
- Properly store and maintain all medications, equipment, and supplies according to provided instructions.
- Maintain PICC line as instructed and notify the office immediately if any issues arise.
- Notify our office if any changes in insurance coverage.
- Notify office with appointment conflicts or scheduling issues.
- Use all medications and central venous access devices strictly as ordered and instructed by LIDC clinical staff.

Precautions

Aseptic technique is a critical precaution when handling medications and supplies that prevents infection causing organisms from entering the body. All procedures outlined in this handout require strict aseptic technique.

- Perform all care in a clean environment free from contaminants, including open windows, food or drink, and high traffic areas.

Always **wash your hands** before, after, or during process if they become soiled. Soap and water are preferred, but alcohol-based hand sanitizer can be used.

- Wash for 30 seconds, rubbing together briskly on all surfaces of hands.
- If you touch anything other than clean supplies, or feel that your hands are no longer clean, please wash hands before continuing with care.

NEVER reuse caps or flushes. If you run out of supplies, please contact our office. If you lay a supply down without a cap, it is no longer clean or safe for use.

Always **inspect your medications** and supplies before administration.

- Check for any particles or discoloration of the solution, and any cracks/flaws in the containers. If any packaging is ripped/open, do not use and dispose of accordingly. Notify RN if any medications are compromised or disposed of.

All medications come labeled. Ensure labeling has the correct name, medication, and expiration date is not passed. If any of these are incorrect, contact the OPAT nurse.

To **prevent clostridium difficile** infection, which is an infection that can occur in your gastrointestinal tract, LIDC recommends all patients take a probiotic. This replaces the good bacteria in your gut while on antibiotic therapy. LIDC recommends Kefir which is a dairy product located in the dairy section of most grocery stores. Take ½ cup twice a day. Ask the office for coupons!



Supplies

All supplies, including medications, will be provided to you weekly at your scheduled appointments. You will receive enough supplies to last until your next visit.

If any supplies are missing, please notify the office know as soon as possible so arrangements can be made for pick up of replacement items.

All medications will be labeled with specific storage instructions, including refrigeration, room temperature, or light protection. Please follow these instructions carefully.

- Refrigerated medications should remain in their original bag and stored separately from food or other household items to prevent contamination.
- If medication arrives frozen, place it in the refrigerator immediately upon receipt to allow it to thaw.
- **Do not refreeze any medications under any circumstances.**

LIDC is unable to accept returns of unused medications or supplies.

Used medications and supplies may be disposed of in the regular trash unless otherwise instructed. Do not dispose of medications or fluids in the sink or toilet.

Central Line Care

- You have a _____ catheter.
- Single____ Double____ Triple____
- Flush solution: _____
- Flushing Amount: _____

Ideal care of a central line is very important in preventing infections and keeping the line working properly.

- The nurse will change the dressing every seven days or as needed if it becomes compromised.
- You will flush the line before and after medications and at least once daily.
- If your line has more than one lumen, they should each be flushed daily even if it is not being used for the medication infusion.
- Avoid restrictive or tight clothing that may irritate, rub, or occlude PICC line.
- Never remove or change the dressing yourself.
- Avoid sharp objects (knives, scissors) around your line.
- Always assess your line daily for complications.

Bathing

- When bathing, keep the dressing dry. Wrap the site with a dry washcloth and then plastic wrap such as Glad Press N Seal or another form of occlusive wrap.
- Avoid baths, or any other activity that may submerge the line under water.
- If the site becomes wet or moist under the dressing, the dressing will need to be changed.

Activity

- Avoid heavy lifting (greater than 20 lbs.).
- Avoid any activities that cause you to sweat.
- Ask your doctor about any other restrictions or activities.

Contact the nurse if any of the following occur:

- Catheter breaks
- Moisture under dressing with/without flushing
- Difficulty flushing (DO NOT FORCE THE FLUSH)
- If catheter is pulled out (Apply pressure to site until it stops bleeding, and apply a bandage to the site)
- If dressing is compromised or comes off
- Leaking around insertion site or line
- PICC site has any redness, swelling, drainage, or tenderness
- If cap or extension comes off
- Gurgling noise when flushing line

Performing At Home Infusions

Your medication is _____ and should be administered every _____ hours. It should infuse over _____.

Please make every attempt to administer the medication at the same time each day. Attempt to give medication during business hours, this allows us to better assist you if problems occur.

Step 1: Gather supplies and prepare workspace

- Supplies needed
 - Medication and/or IV fluid bag
 - IV tubing (straight or dial)
 - Alcohol swabs
 - Saline flushes (at least two)
 - Sterile blue cap
- Ensure workspace is clean, dry, and free from contaminants.
- Keep area free from open windows, food, beverages, pets, and heavy traffic.
- Confirm medication is fully thawed if previously frozen. (**Do not use heat or other methods to speed up thawing, as this may affect medication stability.**)

Step 2: Wash your hands

- Wash for 30 seconds, rubbing together briskly on all surfaces of hands.
- If you touch anything other than clean supplies, sneeze in to your hands, or feel that your hands are no longer clean, please wash hands before continuing.
- If soap and water are unavailable, you may use alcohol-based hand sanitizer.

Step 3: Medication Assembly (skip this step if medication is already prepared and proceed to step 5)

- Remove cap from medicine vial and cleanse with an alcohol swab; allow to dry completely.
- Remove round foil cover on bottom of IV fluid bag. **Do not set the bag down after removing the seal.**
- Place medication vial upright in hand or on table for leverage and push down firmly on the round adapter until vial snaps in place.
 - Do not twist
- Pull on vial to ensure it is fully locked in. If it pulls off, push down again to connect.
- Once assembled, **medication is stable for up to 4 hours.**

Step 4: Mixing Medication

- Hold vial adapter between two fingers and bend connection until you feel it snap. You will notice the long thin tube separate slightly from the adapter. It will not float free, but will appear separated.
- Hold bag upright, and fill vial by squeezing the bag. Fill about 2/3 full.
 - If it doesn't flow, attempt to snap adapter again.
- Gently swirl or shake to dissolve medication powder.

- Turn bag upside down and squeeze and release to bring the fluid back into the bag. Continue until all fluid is back into the bag.

Step 5: Prepare IV Line

Standard Tubing

1. Remove tubing from wrapper and roll the roller clamp down into the off position.
2. Take cover from tubing off to expose the spike. **Do not allow spike to touch any surface.**
3. Pull tab from medication bag.
4. Insert spike into bag using a firm twisting motion until fully secured.
5. Squeeze and release the clear chamber on the tubing until the chamber is half full.
6. Hold the bag in an upright position and slowly open the roller clamp.
7. Let fluid from the bag fill the tubing until it gets to the end. Close the roller clamp back into the off position.
8. Hang medication on IV pole or hook.

Dial Tubing

1. Take tubing out of wrapper and clamp the white clamp.
2. Turn the dial into the open position.
3. Take cover from tubing off to expose the spike. **DO NOT SIT SPIKE DOWN OR LET IT TOUCH ANYTHING.**
4. Pull blue tab from medication bag.
5. Push, with a twisting motion, the spike into the bag where the tab was removed. It needs to be inserted until you meet resistance.
6. Squeeze the clear chamber on the tubing until it is half full.
7. Hold the bag in an upright position and open the white clamp.
8. Let fluid from bag fill the tubing until it gets to the end and clamp the white clip back into the off position.
9. Turn dial flow setting to _____.
10. Hang medication on IV pole or hook.

Step 6: Start and Stop Infusion

1. Clean cap on line with an alcohol swab.
 - Scrub for 15 seconds focusing on the tip and the ridges and allow to dry.
2. Flush line with saline syringe. Attach using a push and twist motion.
3. After flushing, remove flush and attach IV tubing with same pushing and twisting motion.
4. Open roller clamp or clip on line and allow IV infusion to run.
5. Stop infusion when the bag is empty, but do not let the chamber empty.
6. Close roller clamp or clip to stop infusion.
7. Disconnect tubing and place the blue cap on the end of the tubing.
8. Attach a new flush to the line and flush again.
9. Dispose of used flushes, caps, and alcohol swabs.
10. Leave empty bag on tubing and do not remove until next days dose. The tubing is good for 3 days.

*****If you receiving two medications, DO NOT share tubing. Each medication will have its own tubing.**

Infusion Therapy Troubleshooting

Pain, redness, swelling at catheter site or along length of vein

- Possible vein irritation or catheter may no longer be properly positioned in the vein.
- Action: Stop infusion, or do not start infusion. Call the nurse.

Leaking at IV site or tubing

- Possible loose connection, disconnection of tubing, or catheter may be displaced.
- Action: Ensure all connections are secure. If leaking continues, contact the nurse.

Blood in tubing

- Possible loose connection, or IV bag positioned below heart level.
- Action: Raise bag, and flush line. If tubing does not flush easily and medication is not infusing, stop infusion. Call the nurse.

Unable to flush catheter

- Possible kink in line, or need for repositioning.
- Action: Assess line for any visible kinks or occlusions or if there is a clamp on line. NEVER FORCE THE FLUSH. If still unable to flush, call the nurse.

Central line dressing coming loose or off

- If sides are lifting, reinforce dressing with tape or extra dressing in the Just In Case bag.
- DO NOT change the dressing yourself. If dressing has come off, CALL THE NURSE.

Fever, chills, or worsening symptoms

- Possible infection or medication reaction
- Action: Call the nurse.

Skin rash or irritation

- Possible sensitivity to dressing or supplies if localized to area around PICC line or possible drug reaction or sensitivity if generalized or widespread.
- Action: Call the nurse.

Excessive diarrhea

- Possible gastrointestinal tract infection.
- Action: Call the nurse.

Allergic reaction

- This may include swelling of eyes or face, wheezing, shortness of breath. Possible allergy to medication.
- Action: STOP INFUSION. Call 911.



LEXINGTON INFECTIOUS DISEASE CONSULTANTS

1720 Nicholasville Road | Suite 602 | Lexington, KY 40503
(859) 277-4005 | www.LEXIDC.com



SELF PARKING

Use Entrance 1 (closest to Alumni Drive) and keep left toward the North Garage. After parking, enter the 1720 Building from the ground level, and take the elevator directly inside the double-doors to the first floor.

FREE VALET PARKING

Monday-Friday, 6:00 am to 6:00 pm

Use Entrance 2 Drive straight ahead toward the 1720 Building. Free Valet Parking is available under the awning (*keep right at the fork*).

GETTING TO BAPTIST HEALTH LEXINGTON

From Ashland

Take I-64 West to I-75 South to Man O' War - Exit 108. Right on Man O' War Blvd. to Alumni Drive. Right on Alumni Drive to Nicholasville Road. Left on Nicholasville Road. Baptist Health Lexington is ahead on the left.

From Louisville/Cincinnati

Take I-64 to Newtown Pike/Airport -Exit 115. Right onto New Circle Road - Circle 4. Left on Nicholasville Road - Exit 19. Continue on Nicholasville Road for approximately 2 miles. Baptist Health Lexington is ahead on the right.

From Knoxville

Take I-75 North to Man O' War- Exit 108. Left on Man O' War Blvd. to Alumni Drive. Right on Alumni Drive to Nicholasville Road. Left on Nicholasville Road. Baptist Health Lexington is ahead on the left.

From Danville/ Nicholasville (US-27)

Take US-27N/Nicholasville Road passing Fayette Mall and Southland Drive. Baptist Health Lexington is ahead on the right.

OPAT Patient Agreement

Patient Name: _____ Patient DOB: _____

Physician: _____ Patient Insurance: _____

Medication Orders: _____

The patient and/or primary caregiver has been trained to safely and effectively perform the following aspects of home infusion therapy:

- Aseptic technique
- Central venous catheter care
- Preparation and administration of intravenous therapy
- Monitoring therapy, including awareness of potential side effects, complications, and appropriate corrective actions
- Proper use of equipment, including pumps and supplies.

I, the patient or authorized caregiver, acknowledge and understand the following:

- I have been informed and understand the risks, benefits, and alternatives associated with this mutually agreed-upon treatment plan.
- I have been informed of and understand the process for self-administration of intravenous antibiotics.
- I have been given the opportunity to ask questions, and confirm all my questions answered to my satisfaction.
- I have disclosed all current medications, allergies, and relevant medical history to my RN and physician.
- I am aware of and agree to follow office policies regarding weekly labs, physician appointments, and PICC line dressing changes.
- I understand I can have an adverse reaction at any time when receiving medication and understand my responsibility to communicate this with my provider.
- I have the right to refuse treatment at any time.
- I have the right to be treated courteously and with respect, to participate in the plan of care and be cared for by personnel properly trained.
- I will notify the provider with any change in condition, medications, diagnoses, or insurance.

Signed: _____ Date: _____

Authorized Relative: _____ Relationship: _____

RN Signature: _____ Date: _____