Competency checklist:
CADD™-SOLIS and CADD™-SOLIS VIP infusion pumps

Part A

Review the Practical handbook for health professionals: *How to safely set up, commence and provide necessary documentation for the CADD™-SOLIS and CADD™-SOLIS VIP infusion pumps* Y ☐ N ☐

Review local policy and procedures on the use of CADD™-SOLIS infusion pumps Y ☐ N ☐

Complete the relevant online education module (provide certificate to assessor) Y ☐ N ☐

Part B

Practical Demonstration	Assessment	
Performance criteria achievement through: • candidate demonstration • facilitator observation and/or • questioning. *The candidate achieved these outcomes by completing the following:*	**A (achieved)**	**N/A (not achieved)**
1. Washing hands and/or using personal protective equipment (PPE) as per local procedures		
2a. Reviewing medicines order		
• Identify valid medicines order • Check compatibility of medicine(s) • Check volume and rate comply with correct dose as ordered		
2b. Completing a 'Medicines added' label		
• Patient name • Diluent name • Date of birth • Total volume in mL • ID number • Date and time prepared • Medicine(s) name(s) • Initials of the individuals checking and preparing the medicine for the medicine cassette • Dose of each medicine		
3. Reviewing equipment		

Ensure that all equipment is available and serviceable and check that:
  • The device is clean and visually intact
  • The device is appropriate for the intended use
  • The medication cassette and extension set are appropriate and compatible for the device and the medicine delivery
  • The appropriate batteries/battery pack for the infusion pump type has been selected, has sufficient charge and is fitted correctly		

4. Preparing the medication cassette for loading		
• Draw up medicine using a Luer Lock syringe, as prescribed • Fill the cassette with medicine and diluent to 24 mL, ensure tube clamp is closed • Attach extension set (end with blue cap) • Place 'Medicines added' label on cassette		
5. Attaching the medication cassette to the infusion pump		
• Remove blue clip from top of the medication cassette • Clamp the tubing • Unlock and open the cassette latch • Insert cassette hooks and click into place, ensuring it is in the correct position • Lift cassette latch into closed position • Insert the pump key into the lock and turn it clockwise into the locked position. 'Cassette Locked' appears in the status bar		

Practical Demonstration	Assessment	
6. Turning on the infusion pump		
• Press and hold the power button to turn the pump on • Allow the power up sequence and self-diagnostics to complete • Morse Code 'OK' sound (six beeps) confirms power up		
7. Programming and reviewing infusion settings		
• Select 'Start New Patient' to start programming • From 'Select Therapy' menu choose **[Program Manually]** • Enter 3-digit manual code **921** • From 'Select Units' menu choose **mL** • Verify chosen protocol: Therapy **[Program Manually]**, Qualifier **Non-Library** Protocol, Units **mL** • Review and confirm settings: continuous rate (**1 mL/hour**), PCA dose (**0 mL**), reservoir volume (**24 mL**)		
8. Priming the extension set tubing		
• Prime the extension tubing by selecting **Prime** and follow prompts • Explain that this function is only required for day 1 of an infusion		
9. Starting infusion		
• Connect infusion pump to patient via the extension set • Start infusion (confirmed by green 'running' in status bar and green indicator flashing light)		
10. Monitoring infusion pump delivery		
• Check the screen to confirm rate • Check for signs of physical damage to the infusion pump and accessories • Check for battery life • Explain the need to monitor at least every four hours (inpatient facility), every 24 hours (community), or as per local policy and procedures		
11. Placing the infusion pump in a lockbox or holster (if available)		
12. Completing documentation as per local policy and procedures		

• Explain local organisation policy and procedures for documenting:
    • commencing
    • monitoring
    • concluding		

13. Cleaning and storing the infusion pump		
• Remove medication cassette from the infusion pump • Correctly remove the batteries/battery pack for storage • Clean/store the pump as per local policy and procedures		
Assessment Result	**Competent**	**Date**
Candidate name	Y ☐ N ☐	
Candidate signature		
Assessor name		
Assessor signature		