

## Document Control

<b>Title</b> <b>Administration of Subcutaneous Medication Via The T34 Syringe Pump Policy</b>			
<b>Author</b>		<b>Author's job title</b> Specialist Palliative Care CNS	
<b>Directorate</b> Cancer Services Directorate		<b>Department</b> Nursing	
<b>Version</b>	<b>Date Issued</b>	<b>Status</b>	<b>Comment / Changes / Approval</b>
1.6	June 2016	Final	Transferred from Previous Template, Policy Number CLIN 06
1.7	April 2017	Final	Update to section 5. Practice, Logo and author
2.0	Jan 2018	Final	Update to practice logo and author, purpose and role of staff
3.0	Sept 2018	Final	Update to section 5, Practice regarding competency
<b>Main Contact</b> Clinical Nurse Specialist CNS Office 1, Seamoor Unit North Devon District Hospital Raleigh Park, Barnstaple EX31 4JB		<b>Tel: Direct Dial</b> – 01271 311642	
<b>Lead Director</b> Director of Nursing			
<b>Superseded Documents</b> Devon Provider Services, Policy Number CLIN 06			
<b>Issue Date</b> January 2018		<b>Review Date</b> January 2021	<b>Review Cycle</b> Three years
<b>Consulted with the following stakeholders: (list all)</b> <ul style="list-style-type: none"> <li>• Quality Improvement Team</li> <li>• End of Life Lead, Specialist Palliative Care Team, Marie Curie and Northern and Eastern Hospice</li> <li>• Assistant Medical Director for Community Services</li> <li>• Clinical Training Team</li> <li>• Medicines Management</li> <li>• Nursing Representative ( Acute, community hospital and community nursing)</li> <li>• Assistant Director of Nursing</li> <li>• Electro Biomedical Engineering Manager</li> <li>• Clinical Nurse Specialist Intravascular Fluid Management</li> <li>• Infection Control</li> <li>• Paediatric Services</li> </ul>			
<b>Approval and Review Process</b> <ul style="list-style-type: none"> <li>• Drugs and Therapeutics Committee 19th May 2016</li> <li>• Deputy Director of Nursing</li> <li>• Director of Nursing, quality and Workforce</li> </ul>			
<b>Local Archive Reference</b>			

G: /Policies & Procedures

**Local Path**

G: /Community Nursing

**Filename**

Policy for the Administration of Subcutaneous Medication Via the T34 Syringe Pump

**Policy categories for Trust's internal website (Bob)**

All Staff, Nursing, Clinical Training

**Tags for Trust's internal website (Bob)**  
Syringe Pump

---

## CONTENTS

---

<b>Document Control.....</b>	<b>1</b>
<b>1. Introduction .....</b>	<b>4</b>
<b>2. Purpose.....</b>	<b>4</b>
<b>3. Definitions.....</b>	<b>4</b>
<b>4. Responsibilities .....</b>	<b>5</b>
4.1 Role of the Author.....	5
4.2 Role of Assistant Director Sponsor .....	5
4.3 Role of the Heads of Departments, Services, Teams and Professional Groups.....	6
4.4 Role of the Sponsoring Committee .....	6
4.5 Role of Line Management .....	6
4.6 Role of Staff.....	6
<b>5. Practice .....</b>	<b>7</b>
<b>6. Monitoring Compliance and Effectiveness .....</b>	<b>8</b>
<b>7. Equality Impact Assessment.....</b>	<b>8</b>
<b>8. References .....</b>	<b>8</b>
<b>9. Associated Documentation .....</b>	<b>9</b>

## 1. Introduction

This document sets out Northern Devon Healthcare Trust framework to ensure consistent, safe and effective management of syringe pumps across all settings.

The syringe pump was developed in 1979 by Dr. Martin Wright for use in treating Thalassaemia (Wright & Callan, 1979). The use of a portable battery operated syringe pump for subcutaneous medications is now a well-established technique in delivery of medication by subcutaneous route.

The syringe pump may also be termed syringe driver. The T34 is a small, lightweight, ambulatory battery operated infusion pump, which will deliver a measured volume of medication(s) over a 24 hour period via a subcutaneous route to patient for whom oral administration would be problematic. The pump is programmed in millilitres per hour thereby, reducing the opportunity for user error and the associated possibility of under or over dose.

Northern Devon Healthcare Trust (NDHT) is mindful that other pumps may still be used in some partner organisations. If a patient is transferred home with a different pump it should be discontinued at the earliest opportunity. Guidelines for the safe transfer of care for patients with a syringe pump are included within the Standard Operating Procedure (SOP) for the administration and management of subcutaneous medication via the T34 syringe pump.

## 2. Purpose

This policy sets out Northern Devon Healthcare Trust framework to ensure those patients in the inpatient and community settings who require medication to be administered subcutaneously via a T34 syringe pump will receive safe and effective nursing care and administration of medicine(s).

This policy supports justification of need, clinical use, staff training and equipment management.

This policy covers the principles of management of syringe pumps.

Standard Operating Procedures (SOP) for setting up of the T34 syringe pump.

Provide a framework and guidance for safer transfer of care for clients who are admitted to or discharged from our care with a syringe pump.

This policy should be read in conjunction with associated Northern Devon Healthcare Policies as listed in section 9.

This policy is dedicated for adult's services, however, in exceptional circumstances where Northern Devon Healthcare Trust staff are required to be involved with setting up or caring for syringe pumps for children this must be under assessment through their line management in order to operate this policy. Specialist advice from the relevant specialist team and/or the prescriber needs to be available at all times to support.

In exceptional circumstances where there is a need to set up a syringe pump outside of this policy, because of the volume of medications / diluents / specialist medications prescribed, an individual risk assessment must be carried out. The risk assessment needs to evidence all the options have been considered. This needs to be documented, completed and reviewed with the following relevant staff; specialist palliative care prescriber, Northern Devon Healthcare Trust pharmacist and non-medical prescribing lead / medicine practice facilitator.

### 3. Definitions

The following terms are used in this document:

T34 Syringe Pump – the T34 is a small, lightweight ambulatory syringe pump. A syringe pump is a means of delivering medication providing effective symptom control via a continuous infusion.

### 4. Responsibilities

#### 4.1 Role of the Author

Authors for this policy and are responsible for:

- Ensuring that the procedural document is required and does not duplicate national or local work, confirming the need with the sponsoring committee / Deputy Director of Nursing (Interim)
- Ensuring that key stakeholders, are consulted with and involved in the development of the procedural document including staff side considerations.
- Undertaking an EINA (Equality Impact and Needs Assessment) screening form
- Following the agreed approval and ratification processes.

#### 4.2 Role of Assistant Director Sponsor

- The Director of Nursing as sponsor of this policy is responsible for:
- Ensuring the policy is approved and presented for ratification
- Acting as second point of contact to support the author of the policy
- Ensuring that a replacement main author is identified should the original author be re-deployed or leave the organisation

### 4.3 Role of the Heads of Departments, Services, Teams and Professional Groups

For non-policy procedural documents, the heads of department, services, teams and professional groups are responsible for:

Implementing the syringe pump policy

- Ensuring the ratified procedural documents is made available on BOB where appropriate.
- Ensuring there is a local system for auditing or reviewing compliance with the syringe pump policy.
- Ensuring the procedural document is disseminated and describing the arrangements for implementation.
- Ensuring the procedural document will be monitored for compliance and effectiveness.
- Reviewing the procedural document at the agreed interval

### 4.4 Role of the Sponsoring Committee

The Approving Committee is responsible for:

- Ratifying the organisation's policies, using the Checklist for the Review and Approval of Procedural Documents
- Referring policies back to the author for amendment if the policy does not meet the requirements of the Policy for the Development and Management of Procedural Documents or the intended purpose of the policy.
- Seeking assurance that the systems for the development and management of procedural documents are robust and effective

### 4.5 Role of Line Management

Individual line managers are responsible for informing staff of this change of policy and any associated policies, Standard Operating Procedures (SOP) and associated documents.

### 4.6 Role of Staff

This policy applies to all staff employed by Northern Devon Healthcare Trust who are involved in the care and management of patients with a syringe pump and who will ensure that they:

- Be registered with a regulatory body and work within that respective professional code.
- Have current knowledge and skills in the assessment, and care management of patients who require medication administered via a syringe pump.
- Have current knowledge and skills in the management of the T34 McKinley syringe pump.

- Have current knowledge and understanding of common medications prescribed, indications for use, interactions and side effects. Further information is available via the Specialist Palliative Care Team page on BOB where all guidelines to prescribing, including renal, can be found.
- Work within this policy and associated policies and standard operating procedures.
- Complete Assessment of Medical Device Competency.
- Identify any required training needs and attend required study sessions relating to this policy and associated documents.
- Participate in audit relating to this policy.
- Report incidents where non-compliance with procedural documents is noted and represents an actual incident or a near miss, adhering to Northern Devon Healthcare Trust Reporting Policy.

## 5. Practice

The T34 syringe pump is used to deliver medication at a predetermined rate over a 24 hour period in millilitres/hour. The syringe pump can be used for symptom management in a variety of settings where an individual is unable to absorb, tolerate or take oral medications.

All Northern Devon Healthcare Trust staff involved in the management of the T34 syringe pump must receive appropriate education and training, and be personally competent and accountable in the monitoring, use and operation of the device. Managers/matrons and team leaders should ensure that relevant training is identified and undertaken according to service need. The competency will be completed on a once only basis unless there is a performance or capability issue. All staff must self-declare annually in discussion and agreement with their line manager that they are compliant, competent and up to date with their competency in the use of the T34 pump.

All Northern Devon Healthcare Trust staff involved in the management of the T34 syringe pump must:

- Attend a Trust approved training session
- Be assessed as competent in setting up the syringe pump in practice, and complete the competency document within three months
- Be assessed and verified by a competent practitioner who are themselves classed as competent
- Be stored in the Area Specific Training and Competence Log Book, send a copy of the competency document to Workforce Development and retain a copy for their own individual record
- Demonstrate current knowledge, skills and competence by accessing available training resources which can be found on the Trust's Website
- Take completed competency documentation to discuss at their individual annual appraisal review and identify any training needs with their line manager
- Where there are concerns regarding competence, discuss with line manager

- Demonstrate current knowledge, skills and competence in all associated tasks involved with the use of the syringe pump, i.e. Medicines Management

## 6. Monitoring Compliance and Effectiveness

Compliance and effectiveness will be monitored through themes from incidents, compliance from competency assessment and attendance at training. The forum for discussion will be the Senior Nursing & Midwifery forum.

Individual line managers are responsible for ensuring staff compliance in timely completion of the Assessment of Medical Device Competency.

## 7. Equality Impact Assessment

Table 1: Equality impact Assessment

Group	Positive Impact	Negative Impact	No Impact	Comment
Age			X	
Disability			X	
Gender			X	
Gender Reassignment			X	
Human Rights (rights to privacy, dignity, liberty and non-degrading treatment)			X	
Marriage and civil partnership			X	
Pregnancy			X	
Maternity and Breastfeeding			X	
Race (ethnic origin)			X	
Religion (or belief)			X	
Sexual Orientation			X	

## 8. References

- The Code Professional standards of practice and behaviour for nurses and midwives: Nursing and Midwifery Council - 2015
- Standards for Medicines Management Nursing and Midwifery Council - 2010
- National Patient Safety Agency Improving the safety of injectable medicine(s) (Alert Number 20) March 2007 [www.npsa.nhs.uk](http://www.npsa.nhs.uk)
- MEE – Part 2 Particular Requirements for the Safety of Infusion Pumps and Controllers 1998 Report No: ICE 60601-2-24

## 9. Associated Documentation

[NDHT Incident Management Policy](#)



[NDHT Consent Policy](#)

[NDHT Waste Policy](#)

[NDHT Clinical Record Keeping Policy](#)

[NDHT Standard Infection Control Precautions Policy](#)

[NDHT Medicines Policy and associated Standard Operating Procedures \(SOPs\)](#)

[NDHT Roles, Responsibilities and Core Generic Competencies for Clinical Staff \(Bands 1-5\) – Framework Document for Staff and Managers](#)

[SOP Confirmation of an Expected Death by a Registered Nurse](#)

SOP for the management Non Expected, Sudden of Suspicious Death in Community Hospitals and Community