Alaris™ Infusion Central v1.2
Quick Start Guide

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ascom

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This guide is provided with the product Alaris Infusion Central to give the user essential information on the following topics:

- *Alaris Infusion Central start up and user access*
- *Frequently used procedures*
- *Recovery procedures*
- *User manual availability*
- *Product information availability*
- *Manufacturer and Distributors contacts*
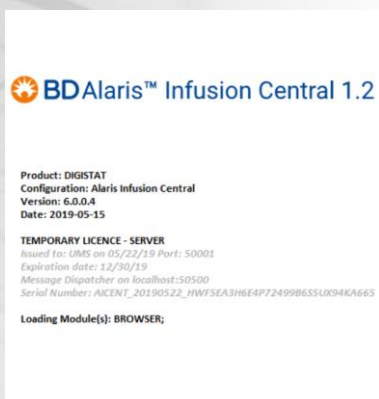
Contents

Alaris™ Infusion Central

ENGLISH

Alaris Infusion Central installation

The Alaris Infusion Central system can only be installed by Ascom Ums/Distributors technicians or technicians explicitly authorized by Ascom UMS or Distributors. The end-user will find the system already installed and properly configured on his/her workstation.

Frequently used procedures

How to run Alaris Infusion Central

To run Alaris Infusion Central Double click the [icon] icon on the workstation desktop. The following window is displayed while the system is loading.

After a few seconds the Alaris Infusion Central work area is displayed.

Log In procedure

To use Alaris Infusion Central it is necessary to log in to the system. I.e. the user must insert his/her credentials (USERNAME and PASSWORD). To log in, at the beginning of every work session,

1. Click the **User** button (**A**).The following screen is displayed.

2. Insert your **USERNAME** (**B**).

3. Insert your **PASSWORD** (**C**).

4. Click **OK** (**D**).

The user is logged in. An acronym indicating the user currently logged is displayed on the **User** button on the command bar.

"User lock" functionality

If the system remains idle for a certain time (configurable), the user is automatically logged out. To disable this functionality it is necessary, before clicking **OK**, to:

➢ Click **LOCK** on the "Log in" screen command bar (**A**).

If the user is locked, a padlock icon is displayed on the User icon.

Module Selection

To select a module click the corresponding icon on the lateral bar.

The selected module's icon is highlighted (**A**).

Log out

At the end of every work session the user must log out. To log out:

➢ Click the **User** button on the command bar (**A**).

The user is logged out. The user acronym disappears from the **User** button -

Patient Management

♦ Patient selection

1. Click the **Patient** button (**A**) on Control Bar.

2. Select [PATIENTS ADMITTED] (**B**) and then [IN BED] (**C**)

3. Click the **Bed Button** corresponding to the patient to be selected (**D**).

The patient is selected. Their name is displayed on the **Patient** button on "Control Bar". Click **None** on the command bar (**E**) to deselect the selected patient.
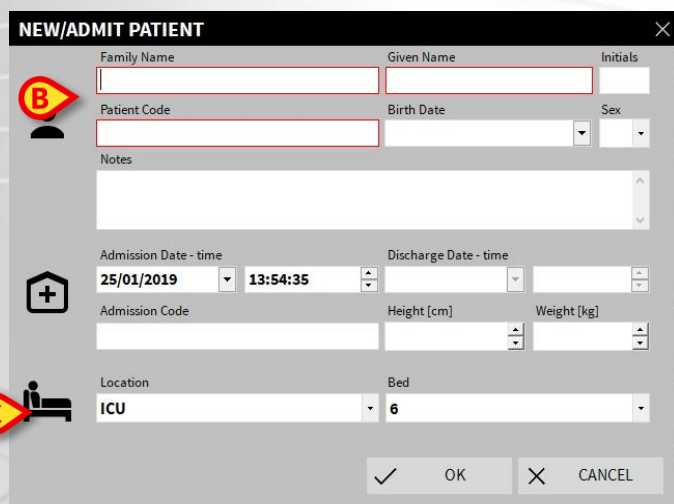
♦ New patient creation and admission

If the system is connected to the hospital patients' archive, the patient can be admitted and selected using the procedure described in the next paragraph. If the patient cannot be found in the hospital patients' archive, it is possible to create it in the Alaris Infusion Central local database using the procedure described in this paragraph.

1. Click **NEW/ADMIT** on the command bar (**A**).
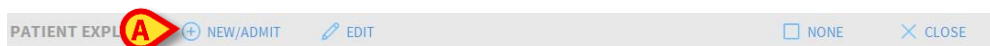
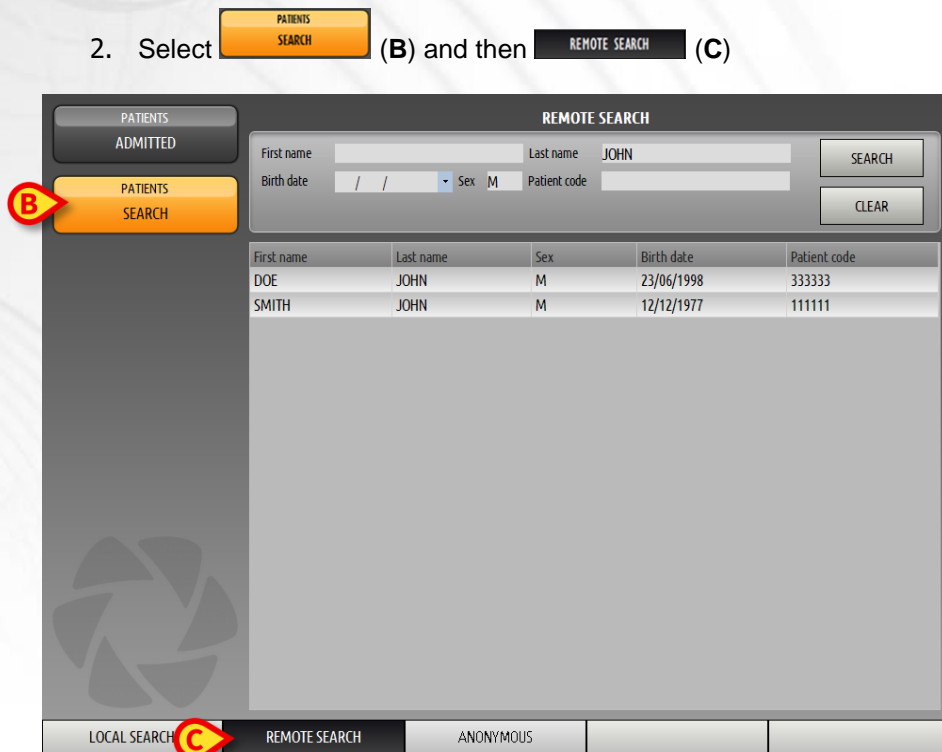The following window opens.

2. Specify the patient data (**B**).
3. Specify the bed and location (**C**).
4. Click **OK**.

♦ Patient admission from the hospital patient archive

1. Click the **Patient** button (**A**) on "Control Bar".

2. Select (**B**) and then (**C**)

3. Specify patient data in the search fields (**D**) and click **SEARCH** (**E**).

4. Double-click the row corresponding to the relevant result (**F**).

5. Verify patient data. Specify the destination department and bed (**G**) for the patient and click **OK**.

♦ Patient discharge

Select the patient as described in the previous paragraphs.

1. Click **EDIT** (**A**) on the command bar. A menu is displayed.

2. On the menu, click the **DISCHARGE** option (**B**).

A confirmation is requested. Click **Yes** to confirm. A window containing the patient data opens.

3. Specify the discharge data and click **OK** (**C**).

"Infusion" module

♦ Ward station

The "Ward station" screen displays all the pumps connected to each patient in the domain.

The screen is divided in rectangular areas. Every area, called "bed-card", refers to a bed and contains a schematic representation of all the pumps connected to a bed.

On top of each bed-card the bed number and patient name are displayed (**A**). Below the patient name the time remaining until the next end of infusion is specified (**B**). The rows indicated in **C** represent the connected pumps. Each row represents a pump. The rows can be displayed in five colors:

1 John, Doe JD		
6h 20m to next end of infusion		
Amiodaron	20	mL/h
Noradrenaline	23	mL/h
Alaris CC	45	mL/h
Frusemide	22	mL/h
Midazolam	10	mL/h
Alaris GW	30	mL/h
DOPAMINE	0	mL/h
DOPAMINE	10	mL/h

♦ **"Infusion" module color code**

On the "Infusion" module the following color code applies:

State	Example	Icon
Stand-by	Pump is in stand-by.	⏻
Infusing	Pump is infusing.	⬤
Low priority alarm	Pump is sending a low-priority alarm.	❗
Medium priority alarm	Pump is sending a medium-priority alarm.	⚠
High priority alarm	Pump is sending a high-priority alarm.	🔔

♦ **"Infusion" module icons**

Different icons can be displayed on the "Bed cards" (**A**).
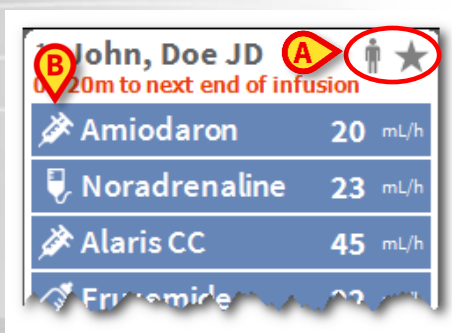
1. Click the icons to open a tooltip providing additional information.

The icons meaning and number is set in the configuration. Contact your system administrator for more information. Alaris Infusion Central has three pre-configured icons.

👤 - *Patient weight mismatch/profile mismatch.* This icon is displayed either when different weights for the same patient are set on the pumps in which the dose rate is influenced by the patient weight, or when different profiles are specified on different pumps for the same patient.

★ - *Expired vascular access device.* This icon is displayed when one of the vascular access devices associated to the patient exceeds the maximum number of days set on the Invasive Device Management module.

♥ - *Guided Relay.* This icon is displayed either when one or more of the administered drugs are eligible for a Guided Relay process or a Guided Relay is running.

Different icons are displayed on the left of each pump name (**B**) to identify different kinds of pumps (volumetric, syringe, enteral, target-controlled infusion etc...).

♦ **Patient Station**

Click on one of the "Bed cards" to open the "Patient station" screen. The "Patient station" screen offers a detailed view of all the data coming from the pumps connected to a patient. The corresponding patient is automatically selected. On the left of the screen is a list of syringes and infusion pumps connected to the patient (**A**); in the middle a diagram displays drug infusion velocity changes in time and possible administered boluses (**B**).

On the left, each box represents a pump. These boxes are named "Pump buttons". The pump button displays the drug name when the pump provides this kind of information. When it doesn't, the pump name is displayed.

A notification area is displayed on the right of every Alaris Infusion Central screen, reporting the possible alarms sent by the connected pumps (**C**).

The notification area can be, by configuration:

- Always visible
- Automatically displayed when a new notification arrives
- Only visible after user click on the **Notification** button on "Control Bar".

The different notifications are displayed in chronological order, (most recent on top) and by criticality.

♦ **Pump detail**

On the "Patient station" screen, click one of the pump buttons to display a screen containing detailed information on the pump.
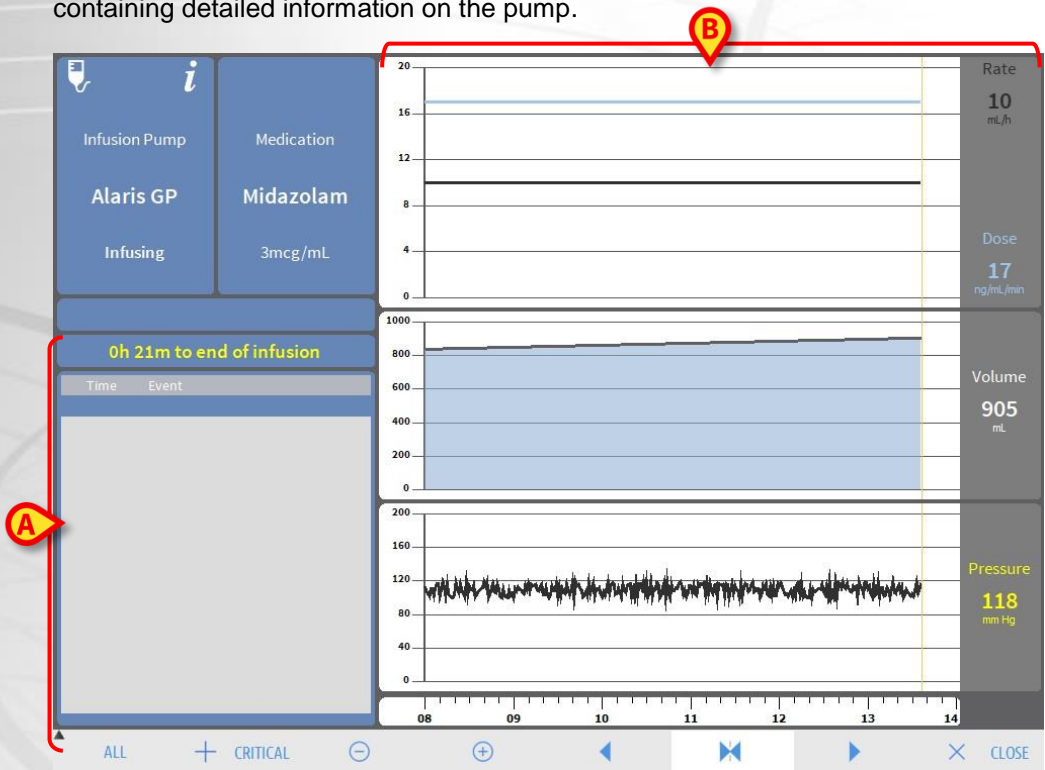
On the left, a list of all the events occurred on the selected pump is displayed (**A**). On the right, three charts are displayed, representing some of the trends of the current infusion parameters: rate, dose, volume, pressure (**B**).

♦ Guided Relay Process

The "Guided Relay" feature is designed to support clinicians in transitioning continuous infusion of critical drugs which come to end and need to be changed with as minor an impact as possible in blood's drug concentration.

This task is accomplished by pre-setting a gradual change of syringe, with one syringe gradually diminishing the infusion dose rate and another syringe (infusing the same drug at the same time) gradually increasing the infusion dose rate.

The dose rate changes (defined as "steps") must be performed on the pump by the nursing staff. Alaris Infusion Central provides a series of reminders that can be of aid in deciding the time and amount of the dose rate changes in the two syringes. If the Alaris Infusion Central notifications are ignored, the Guided Relay process is automatically aborted.
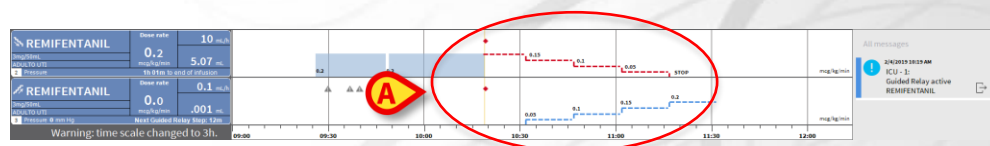
When the Guided Relay process is set up, the infusion charts change according to the specified Guided Relay settings (see figure below).

Each step of the process is displayed on the chart, on the right of the yellow now-bar. The required changes to the dose rate are indicated for each step (**A**). See the Alaris Infusion Central user manual for the Guided Relay setup procedure.

Devices management

♦ Add a new device

On the "Invasive Device Management" module, to add a new device

1. Under DEVICE, click **Add** on the command bar (**A**).

The following screen is displayed.

2. Specify the data of the new device (**B**).

3. Click **Ok** (**C**).

♦ Add a new nursing activity

1. Click, on the devices table of the "Invasive Device Management" module, the row corresponding to the device to which the nursing activity refers (**A**).

2. Under NURSING, click **Add** on the command bar (**B**).

The following screen is displayed.

3. specify the data of the new nursing activity (**C**).

4. Click **Ok** (**D**).

"Fluid Balance" module

♦ Entering data in the fluid balance

1. Select the "Fluid Balance" module.

2. Click **New** on the command bar (**A**).

FLUID BALANCE   〈 Previous   〉 Ne A ＋ New   ✎ Edit   ✕ Delete   ⊚ Target   🖨 Print
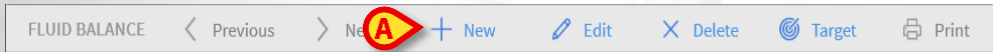
The following screen is displayed.

3. Select the Input/Output parameter (**B**).

4. Enter the parameter value (**C**).

5. Repeat step 3 and 4 for all the values to be entered.

6. Click **Save** to confirm (**D**).

System procedures

♦ Quit Alaris Infusion Central

To exit from Alaris Infusion Central

1. click the **Menu** button on "Control bar" (**A**). The Alaris Infusion Central main menu opens.

2. Click **QUIT** on the menu. Another menu opens.

3. Click **QUIT AIC** to exit. Click **SHUT DOWN AND RESTART** to exit from Alaris Infusion Central and restart the workstation.

♦ Check sound and brightness

To check the functionality and level of sound and brightness during the night and day use the following procedure.

1. click the **Menu** button on "Control bar" (**A**). The Alaris Infusion Central main menu opens.

2. Click **SYSTEM CONFIGURATION**. Another menu opens.

3. Click **NIGHT/DAY TESTER**. A specific test window opens.

4. Select, on the drop-down menu indicated in the figure (**B**), the kind of notification to be tested.

5. Click **Check Night Mode** and **Check Day Mode** (**C**) to check sound and brightness in both modes.
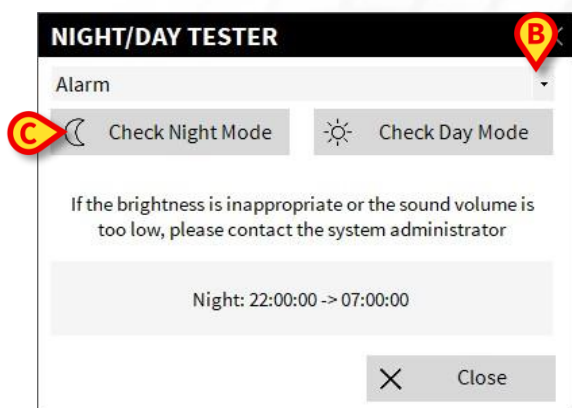
In case brightness and/or sound are inappropriate please contact the system administrators to correct them.

System unavailability

If, during start up, there are problems connecting with the server, the system provides a specific "System recovery" window.

The connection problem sometimes is automatically solved after a short time. If not, please contact Ascom UMS/Distributors technical assistance. See page 23 for Ascom UMS/Distributors contacts.

Cases exist, rare but possible, in which it is physically impossible to use the Alaris Infusion Central system.

The healthcare organization using Alaris Infusion Central should define an emergency procedure to face this kind of events and to:

1) allow the hospital departments to be operative again;
2) restore the system availability as soon as possible.

Ascom UMS can provide support and assistance for the emergency procedure, but the healthcare organization is responsible for the procedure definition and execution.

The contacts list is on page 23.

Alaris Infusion Central user manual

The Alaris Infusion Central system user manual is provided with the Product. It can be displayed in digital format within the Alaris Infusion Central application. To access the user manual:

➢ Click the **Help** button on the command bar (**A**).

| ☰ AIC | **Choose patient...** | | ⚲ ADM | 🖥 **ICU** CENTRAL | 🕐 **08:56** 18 MAR 2019 | ⑦ |
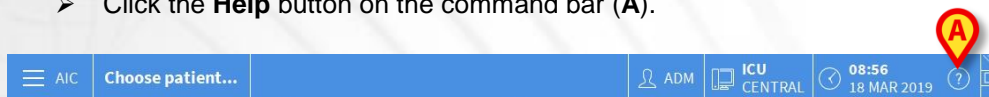
A screen opens, making it possible to access the Alaris Infusion Central user manuals. The on line documentation is in PDF format.

On line update of the user manual

The Alaris Infusion Central user manual can also be downloaded from the internet. Every Alaris Infusion Central customer can access a protected area on which all the existing versions of the manuals are present. The user can this way check if an updated version of their manual exists.
To download the Alaris Infusion Central manuals, type the following address on your web browser address bar:

https://confluence.ascom-ws.com/display/DIG/Alaris+Infusion+Central

A welcome page is displayed. Enter username and password to access the User Manuals list.

Username – User name provided by Ascom UMS/Distributor
Password – Password provided by Ascom UMS /Distributor

Printed user manual

The customer can request a printed version of the user manuals of the purchased Products. Ascom UMS/Distrubutors will provide the requested manuals as soon as possible. The request must be forwarded to the technical assistance. See "Contacts" section.

How to display the Alaris Infusion Central about box
To display the Alaris Infusion Central about box

➢ Click the **Menu** button on "Control bar"

➢ Click **ABOUT**. The Alaris Infusion Central about box is displayed.

Contacts

BD contacts

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