

# TRAINING HANDBOOK

Accu-Chek® Solo micropump system

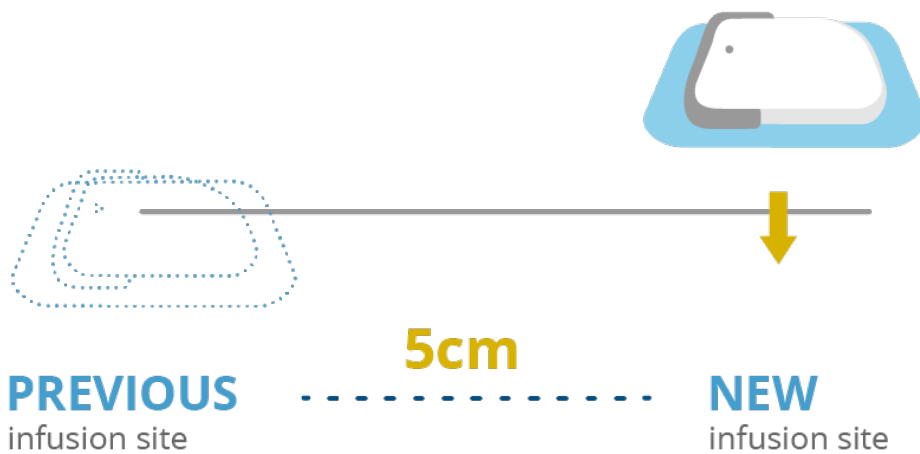


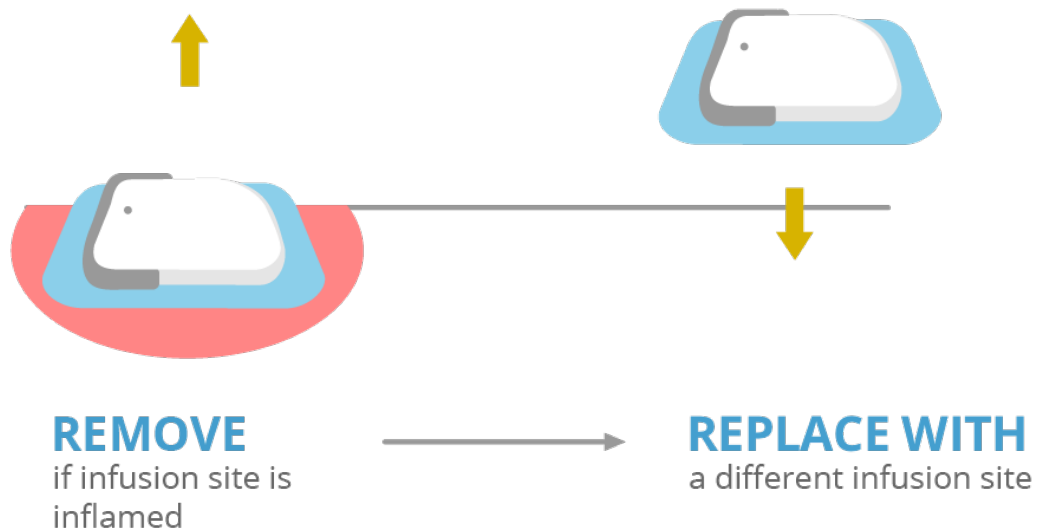
# RECOMMENDED INFUSION SITES

## Instructions



## INFUSION SITE





**Blue areas:** Recommended infusion sites

**Grey areas:** Possible infusion sites

Choose a suitable infusion site before inserting a new infusion assembly. Consult your healthcare professional for advice. Some examples are given below. It is important to consider accessibility of the chosen site in order to be able to detach and reattach the micropump correctly.

Infusion site		Characteristic
●	<b>Abdominal region</b>	Typical infusion site with good insulin absorption.
●	<b>Upper arm</b>	Slower insulin absorption compared to the abdominal region.
●	<b>Thigh</b>	Slower insulin absorption compared to the abdominal region.
●	<b>Hip, lower back, buttocks</b>	Slower insulin absorption compared to the abdominal region. Also suitable for physically active users, or in case of insufficient subcutaneous tissue elsewhere.

## SET UP PROCESS

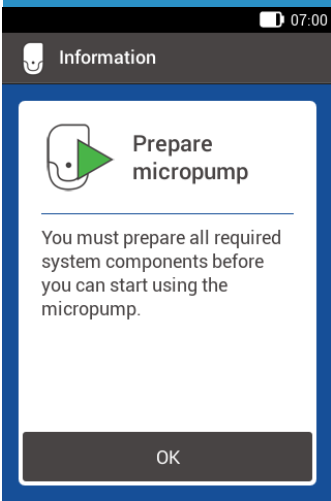
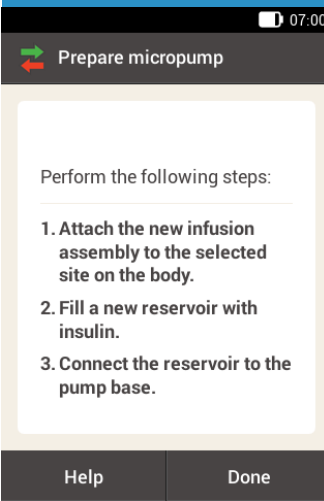
To make preparing the micropump easier, the startup procedure has been divided into 6 phases, which will be explained in detail on the following pages:

- Place the infusion assembly onto the body
- Fill the new reservoir with insulin
- Connect the reservoir to the pump base
- Connect the micropump to the diabetes manager
- Fill the reservoir needle
- Attach the micropump to the pump holder


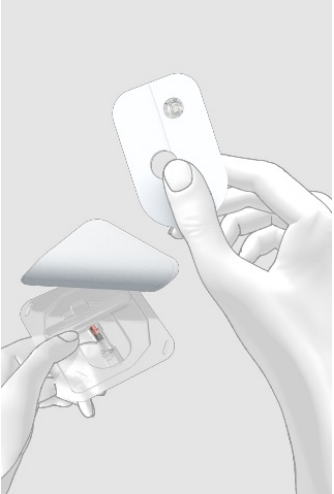
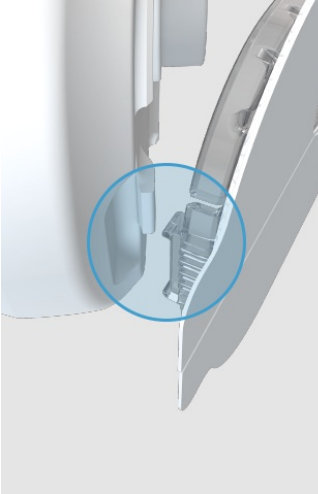
### **Warning**



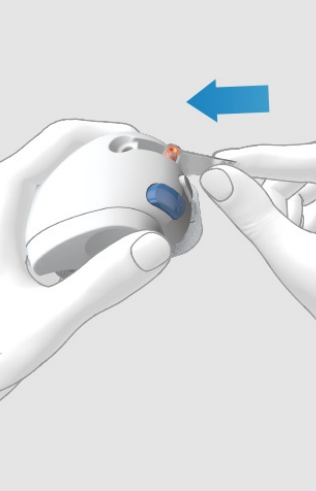
Reservoir, cannula and pump holder are sterile packed items and intended for single use. Do not use the system components of the micropump system if the respective sterile packaging was previously opened or damaged.

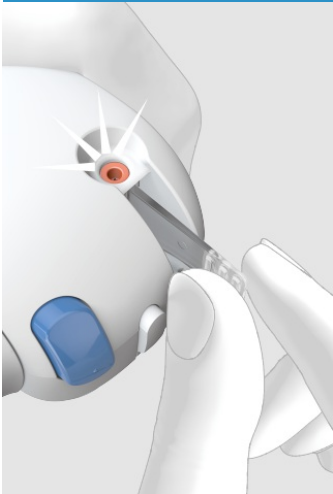
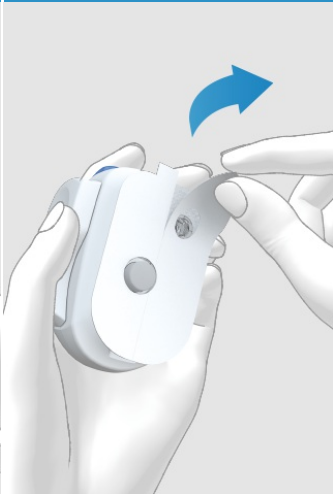

## Attaching the infusion assembly

01	02
 <p>Information</p> <p><b>Prepare micropump</b></p> <p>You must prepare all required system components before you can start using the micropump.</p> <p>OK</p>	 <p>Prepare micropump</p> <p>Perform the following steps:</p> <ol style="list-style-type: none"><li>1. <b>Attach the new infusion assembly to the selected site on the body.</b></li><li>2. <b>Fill a new reservoir with insulin.</b></li><li>3. <b>Connect the reservoir to the pump base.</b></li></ol> <p>Help Done</p>
<p>After setting up the diabetes manager (see (Accu-Chek Solo micropump system) Chapter 3.1), the <a href="#">Prepare micropump</a> screen appears.</p> <p>Tap <a href="#">OK</a>.</p>	<p>Follow the instructions shown on the <a href="#">Prepare micropump</a> screen.</p> <p>The individual steps are explained in detail on the following pages.</p> <p>Tap <a href="#">Help</a> if you want to see the steps as an animated video.</p> <p>If you have performed all 3 steps, tap <a href="#">Done</a>.</p>

## Phase 1: Place the infusion assembly onto the body

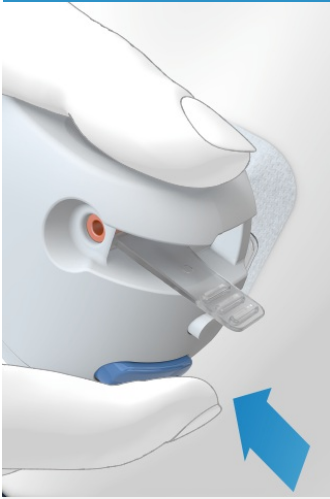
03	04	05
		
<p>Wash your hands thoroughly.</p>	<p>Remove the pump holder from the blister package.</p>	<p>Firstly, align the hook at the bottom of the insertion device and the hook on the pump holder, in such a manner, that they engage with each other.</p>

06	07	08
		
<p>Then, using slight pressure, push the micropump holder all the way onto the insertion device until it engages with the hook on the front of the insertion device.</p>	<p>Prime the insertion device by rotating the priming handle clockwise in the direction of the arrow by approx. 180°.</p>	<p>Insert the cannula assembly into the cannula assembly slot in a slanted direction with the lower opening facing forwards.</p>

09	10	11
		
<p>Push the cannula assembly into the slot until you hear it click into place.</p> <p>Look through the positioning aid to check whether the cannula assembly is in the correct position.</p>	<p>Remove both parts of the protective film from the adhesive pad. Do not touch the adhesive surface of the adhesive pad.</p>	<p>Ensure that the surface of your skin is taut and flat. Press the insertion device firmly against the selected site of the body so that the adhesive pad applies evenly onto the skin.</p>

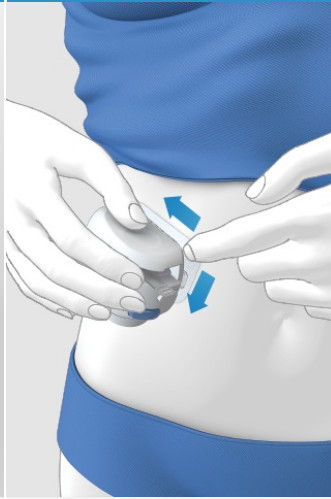


12



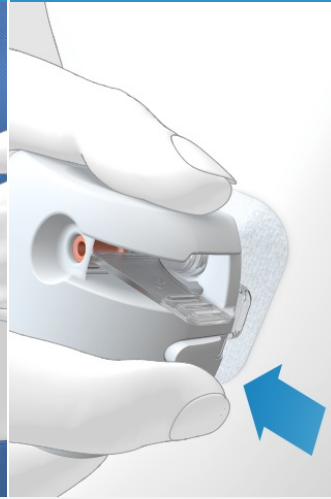
Press the release button. The cannula is then inserted into the body.

13


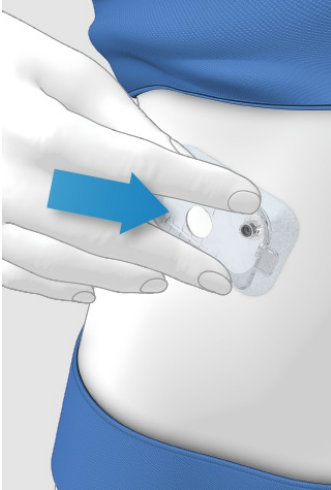
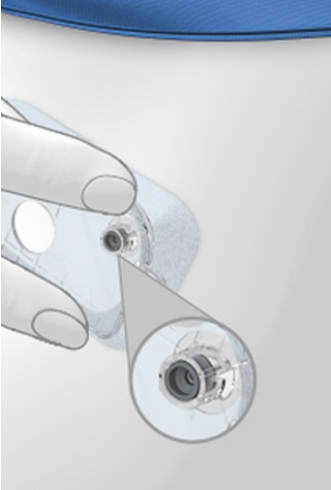
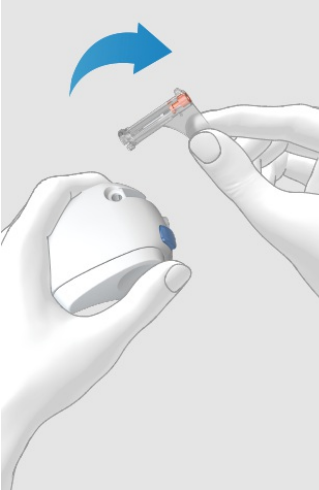


Smooth the adhesive pad around the infusion assembly. In doing so, press the adhesive pad firmly onto the skin.

14



Press the detach button and detach the insertion device from the infusion assembly.

15	 <b>Note</b>	16
		
<p>Press the infusion assembly and the edges of the adhesive pad against the skin so that the adhesive pad applies smoothly onto the skin. The infusion assembly is now safely attached onto the body.</p>	<p><b>After this step, check whether the grey cannula head is visible in the opening of the cannula support and is flush with the opening.</b> Should the grey cannula head not be visible, please go to <a href="#">(Accu-Chek Solo micropump system) Chapter 18.7 Troubleshooting.</a></p>	<p>Remove the used cannula casing from the insertion device. Dispose of the used cannula casing according to local regulations.</p>

### **Warning**

Check your blood glucose level after changing the infusion assembly, at least once within a period of 1 to 3 hours and at least four times a day.

If your blood glucose level increases for inexplicable reasons or if an occlusion alarm occurs, check the micropump and the infusion assembly for occlusions and leaks. Immediately replace the infusion assembly if you are not sure whether it is working properly.

The cannula and the pump holder must not be re-used. During disposal, ensure that no other people are injured with the cannula, as there is a risk of infection with the cannula and cannula housing.


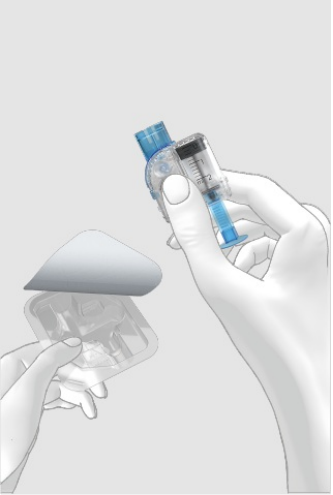
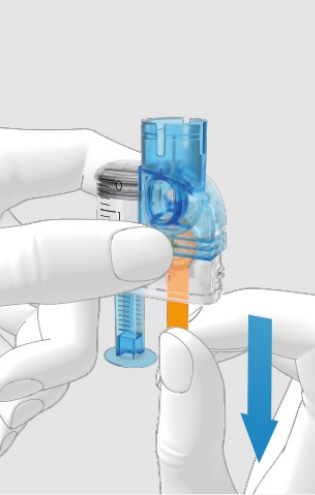
## Phase 2: Fill the new reservoir with insulin

The reservoir is the insulin container for the micropump. **In addition to the reservoir assembly, please have the following things at hand:**

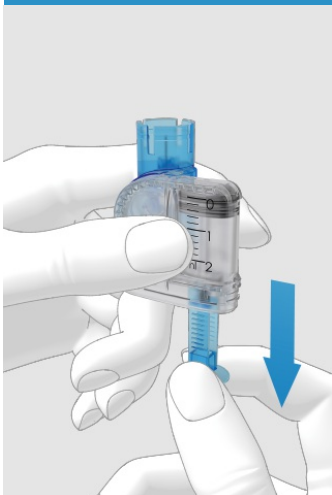
- an insulin vial with U100 short acting insulin
- a sterile alcohol wipe

### Warning

The reservoir assembly comes in sterile packaging and is intended for single use. Do not use the system components of the reservoir assembly if the sterile packaging was previously opened or damaged.

17	18	19
		
<p>Ensure the insulin is at room temperature. Disinfect the top face of the insulin vial with a sterile alcohol wipe.</p>	<p>Remove the new reservoir assembly from the packaging.</p>	<p>Carefully pull out the battery's protective film downwards in the direction of the arrow to activate the battery.</p>

20

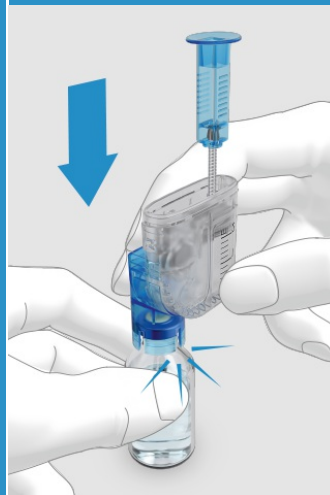


Firmly hold the round part of the handle and pull it downwards in the direction of the arrow. Fill the reservoir with the volume of air that you later want to fill with insulin.

**i Note**

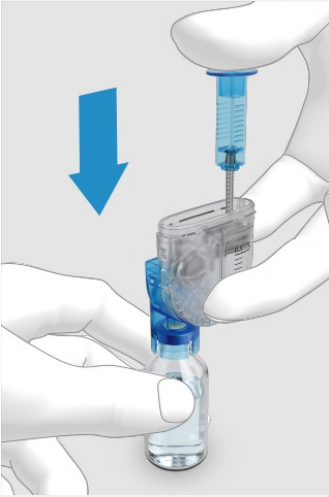
The reservoir must always be filled with at least 80 U (0.8 ml). The reservoir has a maximum holding capacity of 200 U (2.0 ml).

21



Put the insulin vial on a flat surface (e.g. a table top). Place the filling aid onto the vial. Push the filling aid downwards until you hear it click into place.

22



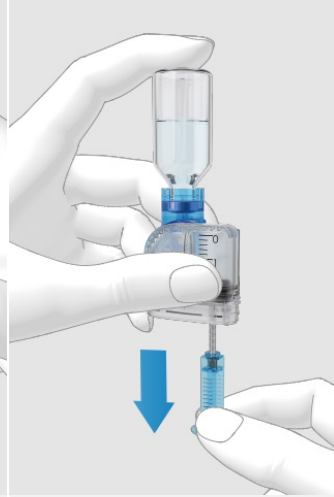
Push the handle fully downwards to fill the insulin vial with the air.

23

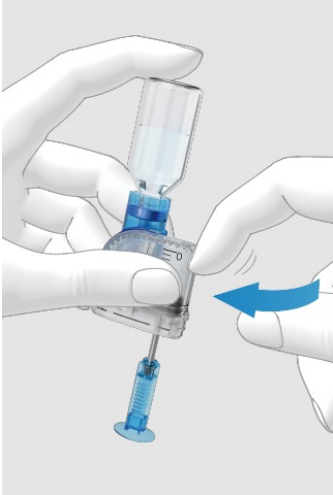

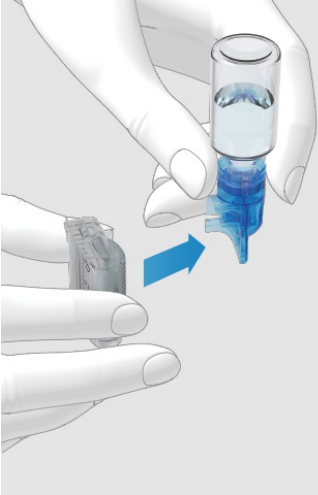


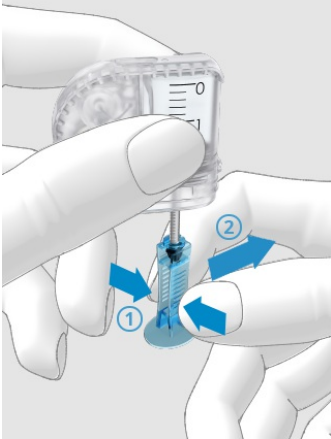
Turn the reservoir assembly together with the insulin vial upside down so that the vial is above the reservoir. While doing so, make sure to hold your thumb under the handle so that the air remains in the vial.

24



Then slowly release the handle to let the piston rod move downwards. Then continue pulling the handle until the reservoir is filled with the desired amount of insulin.



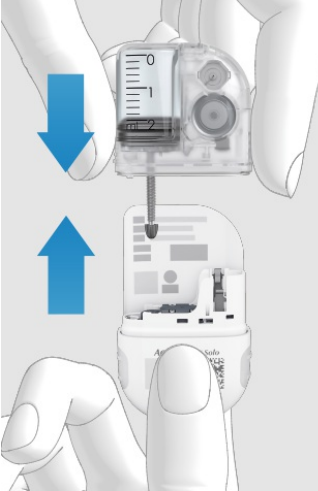
25	26	27
		
<p>Make sure that there are no air bubbles in the reservoir. Gently tap against the reservoir with your finger to make any air bubbles move in the direction of the filling aid.</p>	<p>Slowly push the handle aid upwards in the direction of the arrow (1) to remove air bubbles from the reservoir.</p> <p>Slowly pull the handle aid in the direction of the arrow (2) until the reservoir is filled with the required amount of insulin.</p>	<p>Detach the filling aid from the reservoir by removing it sideways in the direction of the arrow. Caution: There is a risk of injury by the reservoir needle.</p> <p>Dispose of the filling aid.</p>



Gently compress the handle aid on the ribbed surface (1) and then remove the handling aid laterally from the piston rod (2).

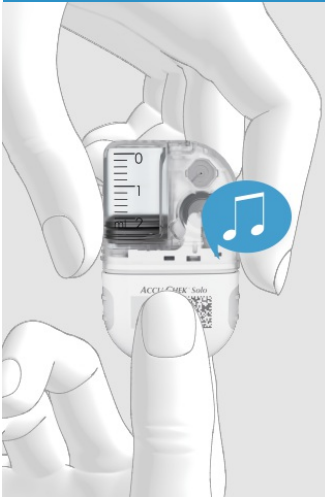
Dispose of the handle.

### Phase 3: Connect the reservoir to the pump base

29	30	31
		
<p>Remove the blue reservoir cap from the pump base.</p>	<p>Align the piston rod of the filled reservoir and the piston rod opening of the pump base.</p>	<p>Hold the pump base with one hand and the reservoir with the other. Push the filled reservoir onto the pump base until both parts are tightly connected.</p>



32



After connecting the reservoir to the pump base, the pumpbase issues 2 beeps to confirm that the system components are correctly connected and the battery is activated.

**Note**

Make sure that there is no gap between the reservoir and the pump base.

Do not exert too much force to connect the pump base to the reservoir.



33



Read the reservoir level using the reservoir scale. With 2.0 ml (200 U), the reservoir shown in the figure above is fully filled.



Now take up your diabetes manager. If the screen has timed out, press the power on button to switch it on again. It will show the Reservoir fill amount screen.

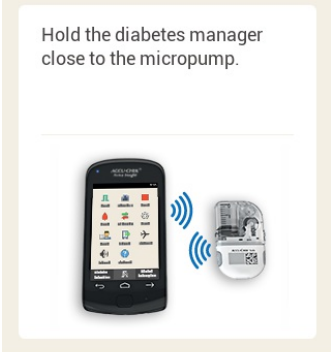
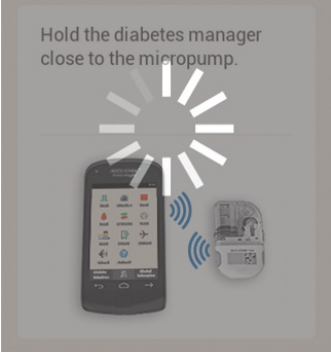
Use  and  to set the insulin units that you filled into the reservoir.

Tap [Save](#).

## Phase 4: Connect the diabetes manager to the micropump

To be able to operate the micropump using the diabetes manager, you must pair both devices. Once they are paired, the pairing settings are stored in both devices, so that you do not have to repeat the pairing procedure until you want to pair a new micropump base.

The pairing ensures that if the connection via *Bluetooth*<sup>®</sup> wireless technology between the diabetes manager and the micropump is stopped or interrupted for any reason, the connection will be automatically restored once the devices are in an appropriate range to each other.

35	36	37
<p>Pair diabetes manager with micropump</p> <p>Hold the diabetes manager close to the micropump.</p> 	<p>Pair diabetes manager with micropump</p> <p>Hold the diabetes manager close to the micropump.</p> 	<p>Detect micropump</p> <p>Scan pairing code</p> <p>Enter pump key</p>
<p>Put the diabetes manager near the micropump to establish the connection via <i>Bluetooth</i><sup>®</sup> wireless technology.</p> <p>Tap <a href="#">Next</a>.</p>	<p>Please wait a moment while the diabetes manager establishes the connection with the micropump.</p>	<p>To pair the devices, simply use the camera on the back of the diabetes manager and the pairing code on the pump base. Tap <a href="#">Scan pairing code</a>.</p>



Point the camera of the diabetes manager at the pairing code on the pump base. Hold the diabetes manager in such a way that the pairing code appears in the middle of the screen.

### Note

When the pairing code is successfully scanned and recognized, the diabetes manager freezes the pairing code on the display and issues a sound.

The micropump and the diabetes manager are now paired with each other.



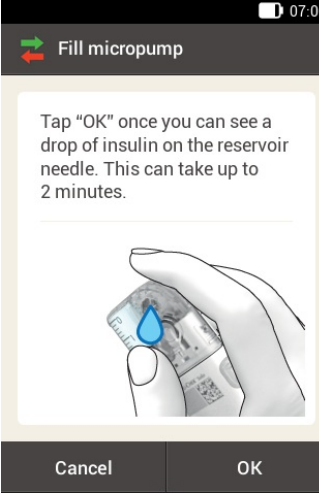
This process takes some time.

### Tip

If you are not able to scan the pairing code, you can manually enter the pump key into the diabetes manager.

For more information on manual pump key entry see [\(Accu-Chek Solo micropump system\) Chapter 18.3](#).

## Phase 5: Fill the reservoir needle

39	40	41
 <p>Warning W-93</p> <p><b>Fill reservoir needle</b></p> <p>The micropump must NOT be in the pump holder.</p> <p>Tap "Fill".</p> <p>Fill</p>		 <p>Fill micropump</p> <p>Tap "OK" once you can see a drop of insulin on the reservoir needle. This can take up to 2 minutes.</p> <p>Cancel OK</p>
<p>Next, you must fill the reservoir needle. Ensure that the micropump is not attached to the infusion assembly.</p> <p>Tap <a href="#">Fill</a>.</p>	<p>While waiting, pay attention to the opening of the reservoir needle during filling.</p> <p>The reservoir needle is filled when you can see a continuous drop at the tip of the needle.</p>	<p>As soon as you can see a drop of insulin, tap <a href="#">OK</a>.</p> <p>The "repeat" button is greyed out until 2 mins have passed.</p>

### Note

In case no drop appears, refer to Troubleshooting.


## Phase 6: Attach the micropump

42

07:00

Attach micropump

First, attach the micropump to the infusion assembly. Then, tap "Next".



Next

Have the micropump ready to attach it to the infusion assembly.

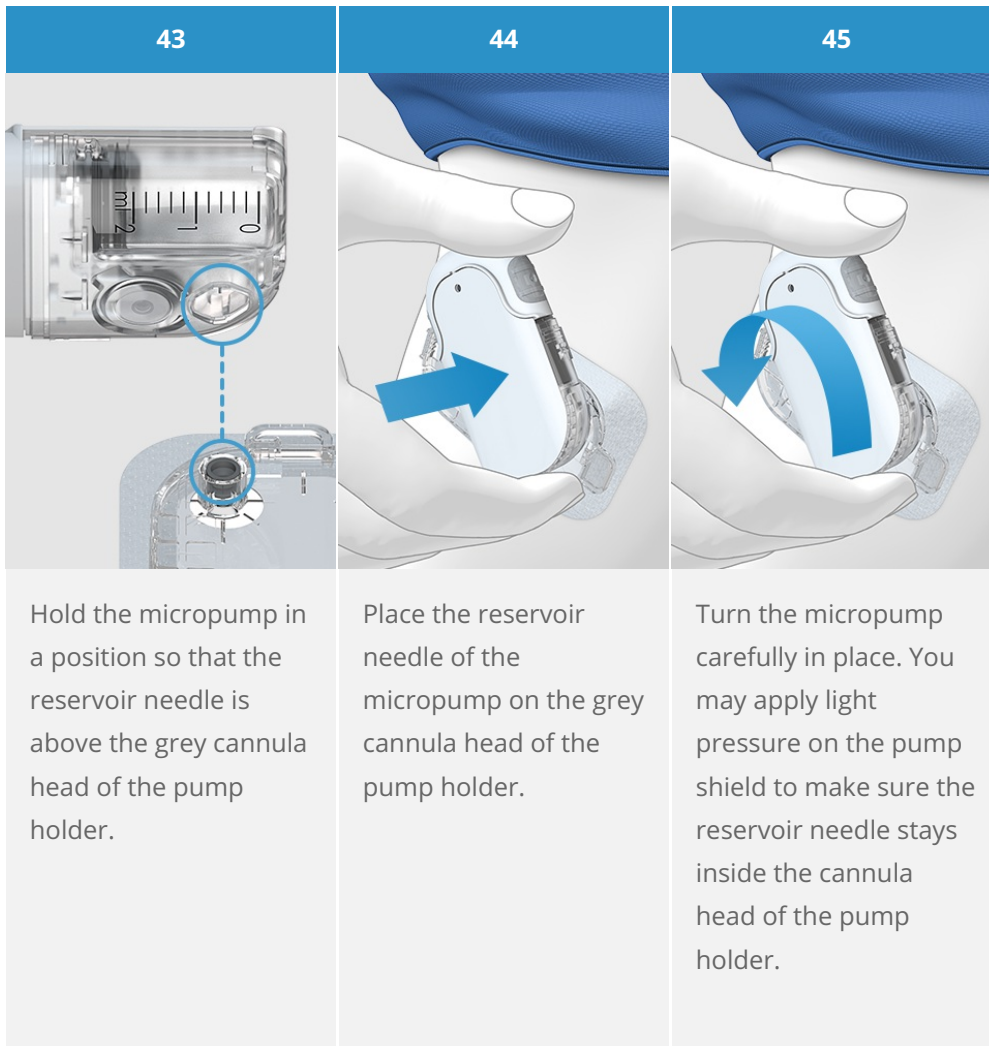
### **Warning**

Check the micropump and the pump holder for damage before you attach the micropump to the pump holder. Deformations or cracks can cause the micropump system to become leaky. This can lead to hyperglycemia.

**Note**

Check the site on your body with the adhesive pad of the infusion assembly at least once a day.

If you insert the micropump into the infusion assembly (pump holder and cannula) frequently or incorrectly, the micropump system can become leaky.

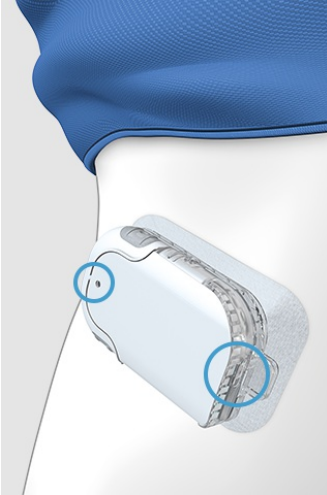


46



After one eighth turn (approx. 45 degrees), the micropump clicks into the front and rear hooks on the pump holder.

47



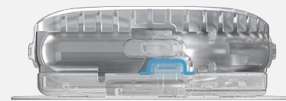
Examine the front and back hooks of the pump holder to make sure the micropump properly clicked in place.

The micropump is now ready for insulin delivery.

**Note**

To properly attach the micropump to the pump holder, the recesses for attaching the micropump need to be clicked onto the hooks on the pump holder.

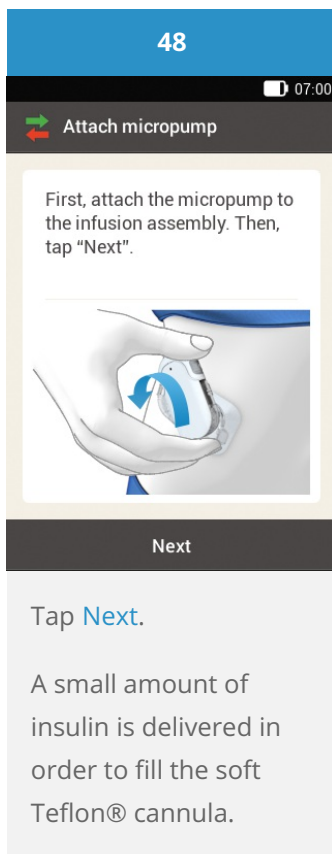
Hook on the top of the reservoir.



Hook on the bottom of the pump base.







### **Note**

The micropump is now ready for insulin delivery.

Check at regular intervals whether the adhesive pad with the infusion assembly is safely attached to the body. A loose infusion assembly may interrupt insulin delivery.

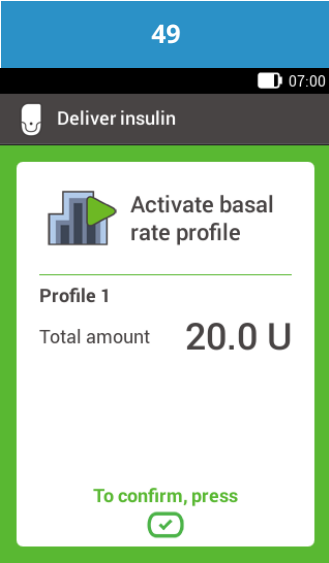
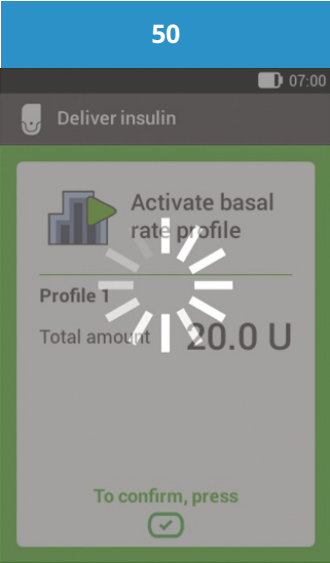
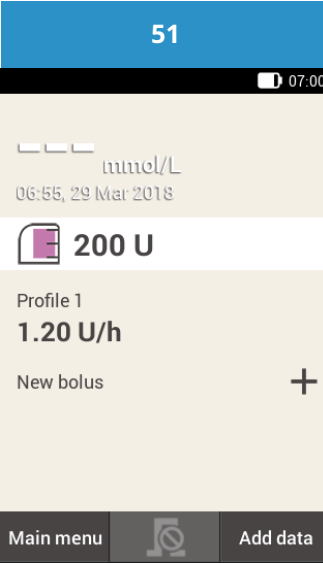

Check in regular intervals that pump holder and cannula are correctly connected to each other.

When your blood glucose level increases for inexplicable reasons or when an occlusion alarm occurs, check the micropump and the infusion assembly for occlusions and leaks.

If the infusion site becomes inflamed, immediately replace the infusion assembly at a new infusion site.

Immediately replace the infusion assembly if you are not sure whether it is working properly.

## Phase 7: Activating the basal rate profile

49	50	51
		
<p>Now you can activate the set basal rate profile.</p> <p>To confirm this step, press the insulin button  of the diabetes manager, which is lit green.</p>	<p>Please wait a moment while the basal rate profile is being activated.</p>	<p>The status screen displays the activated basal rate profile.</p>

### Congratulations!

You made it through the setup. Now you are a pump user. Please continue reading this Handbook or visit theAccu-Chek Academy E-learning to learn more about all the functionality and options of the Accu-Chek Solo micropump system.

# RECOMMENDED REPLACEMENT SCHEDULE

Introduction to replacing system components



## ROUTINES

### MICROPUMP

use max. 120 days



change every

**4 MONTHS**

### INFUSION ASSEMBLY

use max. 72 h

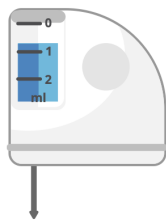


change every

**3 DAYS**

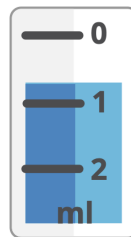
### RESERVOIR

use up to 96 hours



change every

**4 DAYS**



min.

**80 U**

max.

**200 U**



test your blood glucose

**AT LEAST 4X A DAY**

# REPLACING THE INFUSION ASSEMBLY

Have the following system components ready:

- Pump holder
- Cannula
- Insertion device
- Diabetes manager

Always use the diabetes manager to initiate the replacement procedure by using the [Replace](#) menu. This ensures that all necessary information is transferred completely and that insulin delivery is continued after the replacement.

## Starting replacement

01

07:00

5.9 mmol/L  
06:55, 29 Mar 2018

150 U

Profile 1  
0.60 U/h

New bolus +

Bolus Basal rate Stop

Test Replace Settings

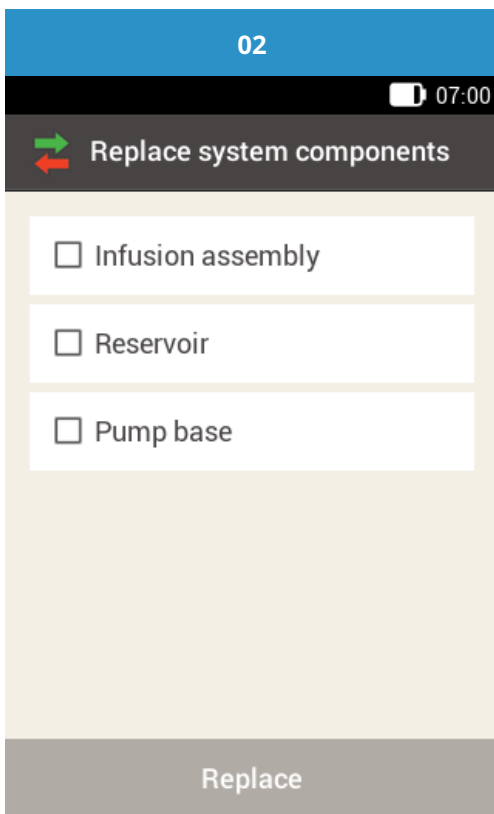
My data USB Flight mode

Signals Help

Main menu Add data Status screen Add data

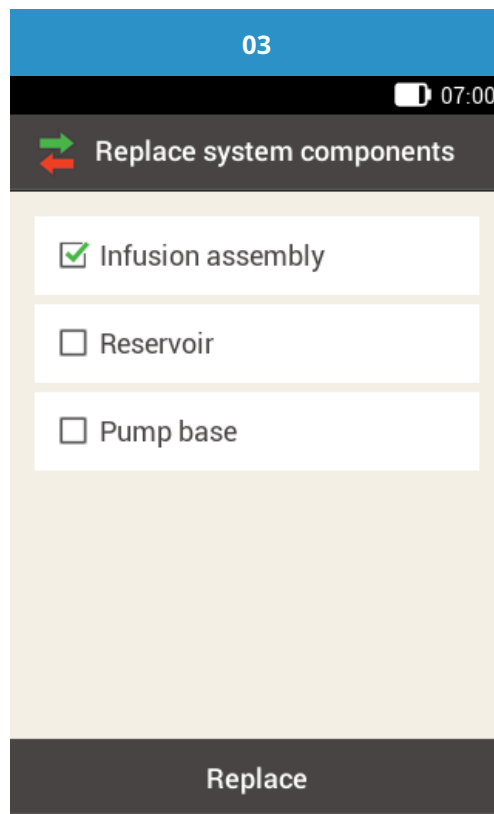
On the Status screen, tap the reservoir symbol.

On the main menu, tap the [Replace](#) menu.



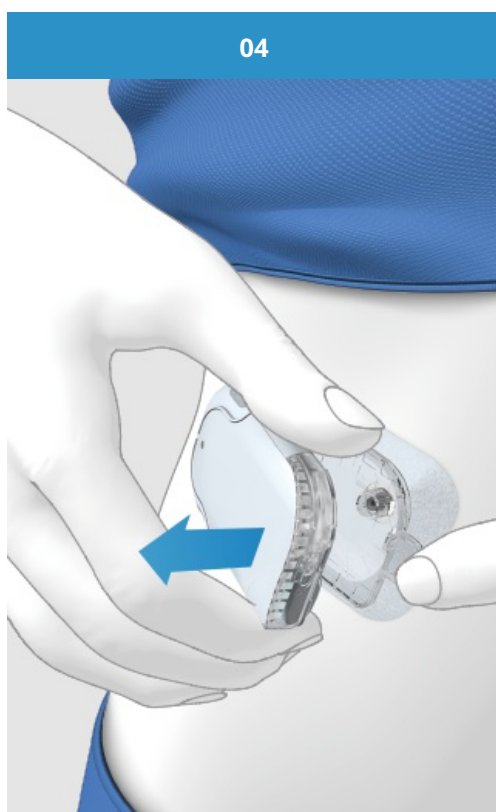
The screen for selecting the system components is displayed.

Tap [Infusion assembly](#).

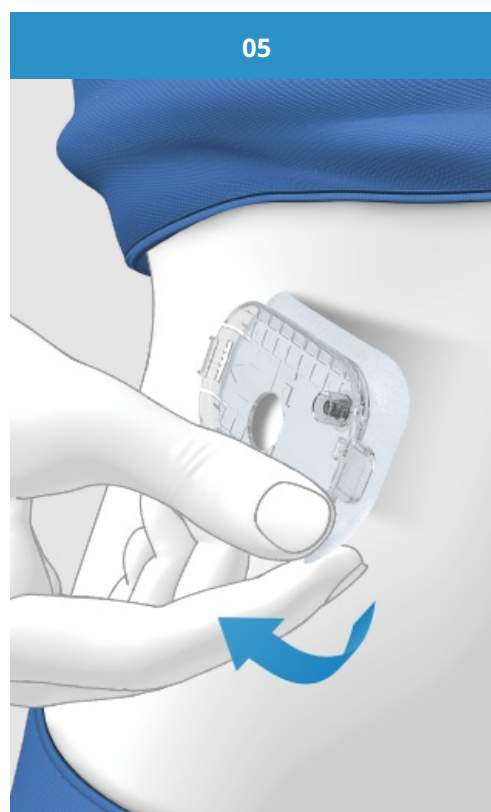


Tap [Replace](#). The pump stops automatically.

## Removing the used infusion assembly



Press the flap to detach the micropump and remove the pump from the infusion assembly.



Remove the infusion assembly by loosening the edges of the adhesive pad and then pulling it up and off.

### **Note**

Pulling off the adhesive pad from the skin becomes easier if you dampen the infusion assembly with warm water or apply an oily lotion or cream.

A new infusion site must be at least 5 cm away from the previous infusion site. Ask your doctor or HCP for advice on how to rotate infusion sites.


Change the infusion site if the skin shows signs of rashes, redness, itching or burning.

06

07:00

Dispose of system components

Dispose of the infusion assembly.



Help Done

Dispose of the used infusion assembly according to local regulations.

Tap [Done](#).

07

07:00

Prepare micropump

Perform the following step:

- 1. Attach the new infusion assembly to the selected site on the body.**

Help Done

If you want to see a video on how to replace the infusion assembly, tap [Help](#).

If you have completed the step shown on the screen, tap [Done](#).

## Placing the infusion assembly onto the body

### Note


See ([Accu-Chek Solo micropump system](#)) Chapter 4.4 in this Handbook: Placing the infusion assembly onto the body

08

07:00

Attach micropump

First, attach the micropump to the infusion assembly. Then, tap "Next".




Next

Attach the micropump to the infusion assembly.

Place the reservoir needle of the micropump on the grey cannula head of the pump holder.

09



Turn the micropump carefully in place. After one eighth turn (approx. 45 degrees), the micropump clicks into the front and rear hooks on the pump holder.

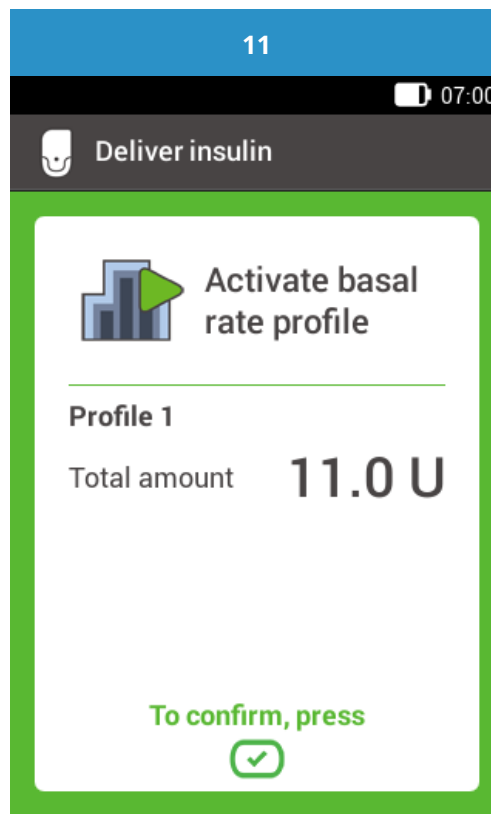
Tap **Next** on the screen of the Diabetes Manager.





Examine the front and back hooks of the pump holder to make sure the micropump properly clicked in place.

The micropump is now ready for insulin delivery.



To confirm this step and reactivate the micropump, press the insulin button.

### **Note**

Remember to measure your BG level after 1 to 3 hours to ensure the new infusion assembly is working properly.

If you want to see step-by-step instructions on how to attach the micropump, see [\(Accu-Chek Solo micropump system\) 4.4. Set up process](#)

FOR PEOPLE WITH DIABETES. ALWAYS READ THE INSTRUCTIONS FOR USE. CONSULT YOUR HEALTHCARE PROFESSIONAL FOR ADVICE.

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