ACCU-CHEK® Solo

Roche

TRAINING HANDBOOK

Accu-Chek® Solo micropump system

SET UP PROCESS

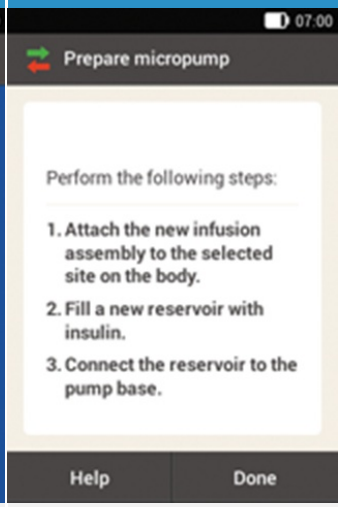
To make preparing the micropump easier, the startup procedure has been divided into 6 phases, which will be explained in detail on the following pages:

- 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
	
After setting up the diabetes manager (see (Accu-Chek Solo micropump system) Chapter 3.1), the Prepare micropump screen appears. Tap OK.	Follow the instructions shown on the Prepare micropump screen. The individual steps are explained in detail on the following pages. Tap Help if you want to see the steps as an animated video. If you have performed all 3 steps, tap Done.

Phase 1: Place the infusion assembly onto the body

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		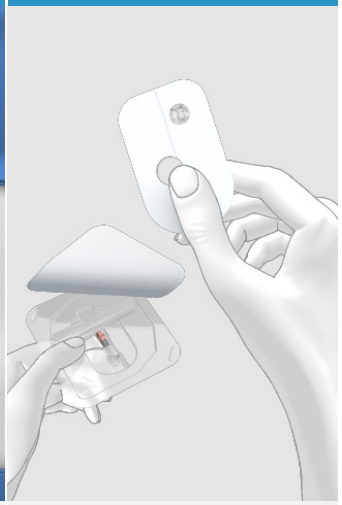
Wash your hands thoroughly.	Choose a suitable site on the body. Wipe the site with an alcohol wipe. Then let the skin dry. The skin must be *completely* dry to ensure optimal adhesion of the pump holder.	Remove the pump holder from the blister package.

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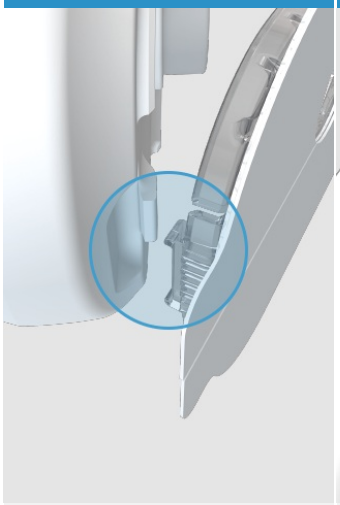	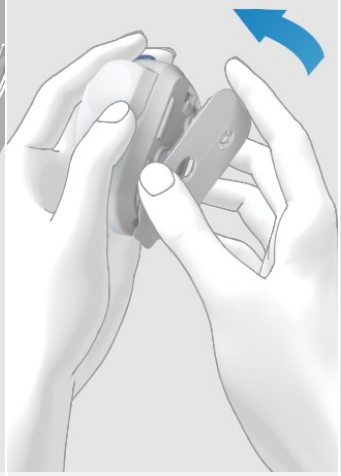	
Firstly, align the hook at the bottom of the insertion device and the hook on the pump holder, in such a manner, that they engage with each other.	Then, using slight pressure, push the micropump holder all the way onto the insertion device until it engages with the hook on the front of the insertion device.	Prime the insertion device by rotating the priming handle clockwise in the direction of the arrow by approx. 180°.

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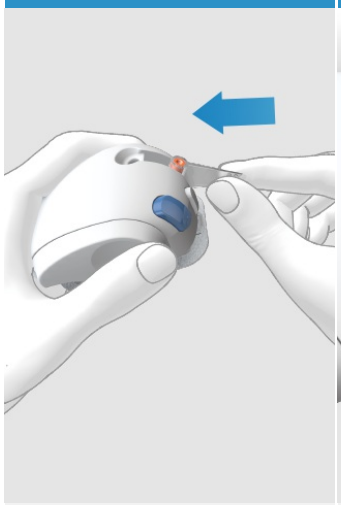
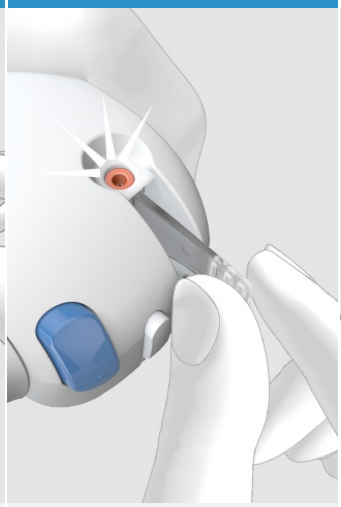
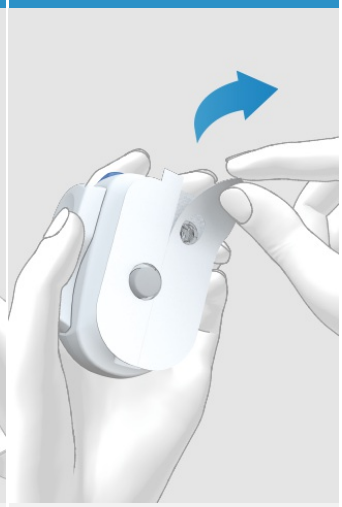
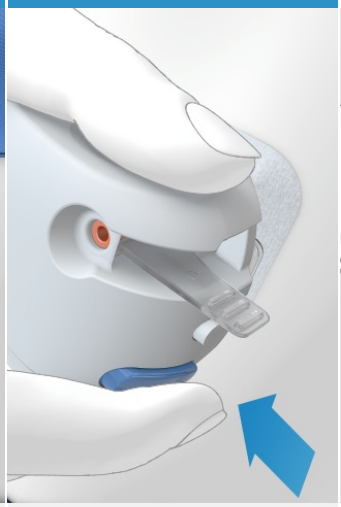
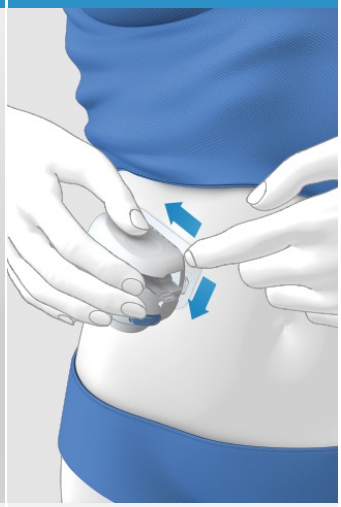
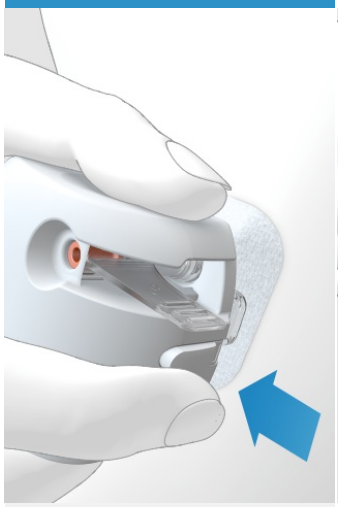
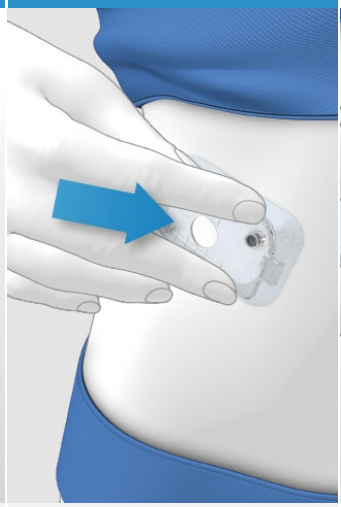
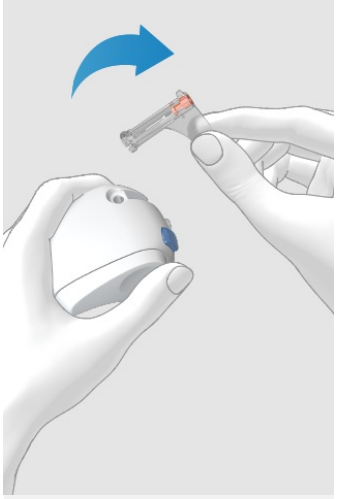
		
Insert the cannula assembly into the cannula assembly slot in a slanted direction with the lower opening facing forwards.	Push the cannula assembly into the slot until you hear it click into place. Look through the positioning aid to check whether the cannula assembly is in the correct position.	Remove both parts of the protective film from the adhesive pad. Do not touch the adhesive surface of the adhesive pad.

12	13	14
		
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.	Press the release button. The cannula is then inserted into the body.	Smooth the adhesive pad around the infusion assembly. In doing so, press the adhesive pad firmly onto the skin.

15	16	Note
		
Press the detach button and detach the insertion device from the infusion assembly.	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.	**After this step, check whether the grey cannula head is visible in the opening of the cannula support and is flush with the opening.** Should the grey cannula head not be visible, please go to (Accu-Chek Solo micropump system) Chapter 18.7 Troubleshooting.

17



Remove the used cannula casing from the insertion device. Dispose of the used cannula casing according to local regulations.

⚠ 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.

18	19	20
		
Ensure the insulin is at room temperature. Disinfect the top face of the insulin vial with a sterile alcohol wipe.	Remove the new reservoir assembly from the packaging.	Carefully pull out the battery's protective film downwards in the direction of the arrow to activate the battery.

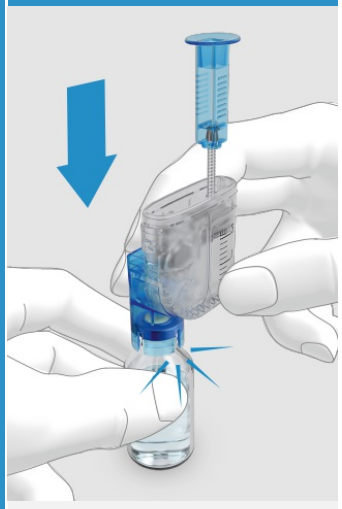
21

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.

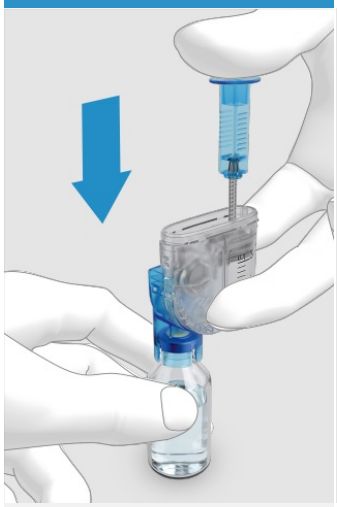
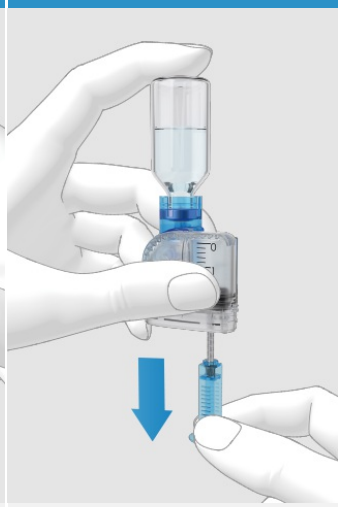
Note

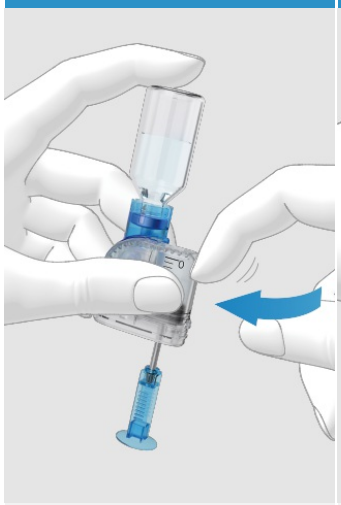
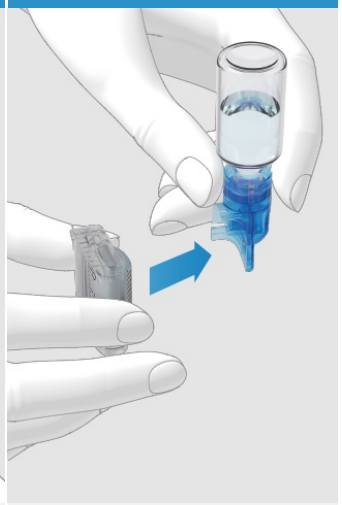
The reservoir must always be filled with at least 80 U (0.8 ml). The reservoir has a maximum holding capacity of 200 U (2.0 ml).

22

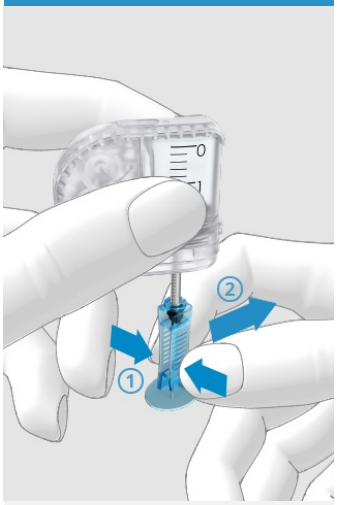


Put the insulin vial on a flat surface (e.g. a table top). Place the filling aid onto the vial. Push the filling aid downwards until you hear it click into place.

23	24	25
		
Push the handle fully downwards to fill the insulin vial with the air.	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.	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.

26	27	28
		
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.	Slowly push the handle aid upwards in the direction of the arrow (1) to remove air bubbles from the reservoir. Slowly pull the handle aid in the direction of the arrow (2) until the reservoir is filled with the required amount of insulin.	Detach the filling aid from the reservoir by removing it sidewards in the direction of the arrow. Caution: There is a risk of injury by the reservoir needle. Dispose of the filling aid.

29



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

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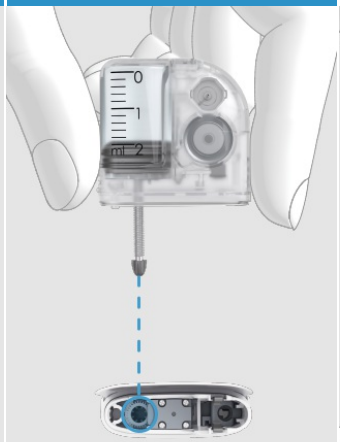
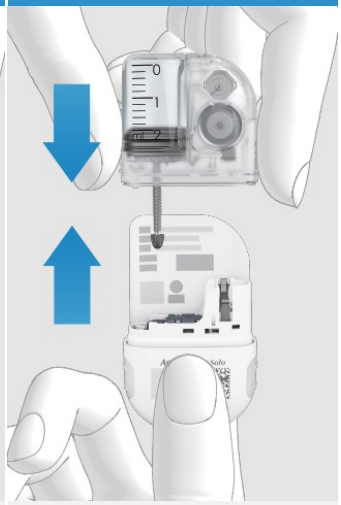
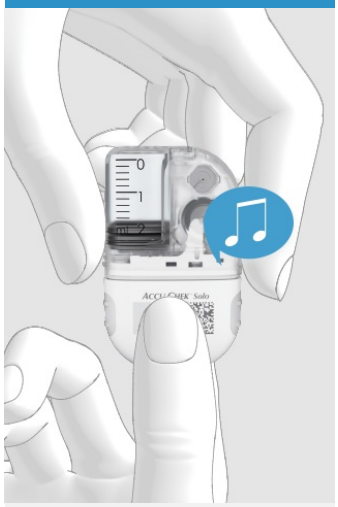
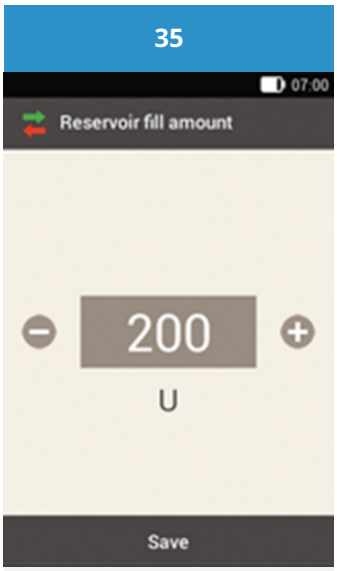
		
Remove the blue reservoir cap from the pump base.	Align the piston rod of the filled reservoir and the piston rod opening of the pump base.	Hold the pump base with one hand and the reservoir with the other. Push the filled reservoir onto the pump base until both parts are tightly connected.

33	Note	34
	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.	
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.		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.

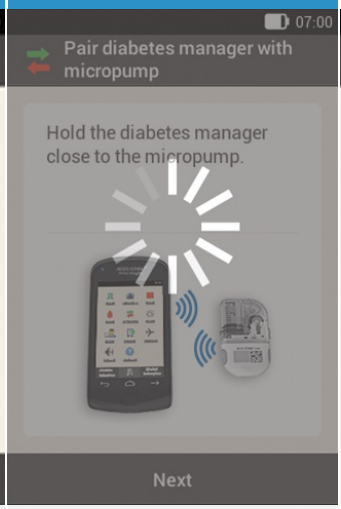
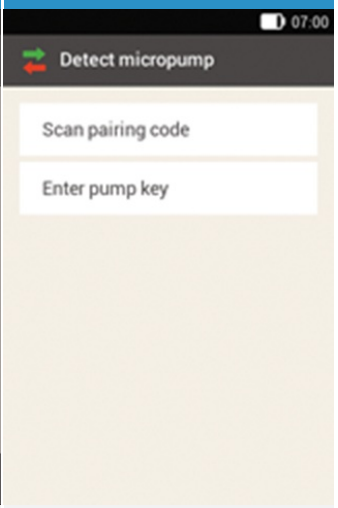
Use ⊖ and ⊕ to set the insulin units that you filled into the reservoir.

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®* 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.

36	37	38
		
Put the diabetes manager near the micropump to establish the connection via *Bluetooth®* wireless technology. Tap Next.	Please wait a moment while the diabetes manager establishes the connection with the micropump.	To pair the devices, simply use the camera on the back of the diabetes manager and the pairing code on the pump base. Tap Scan pairing code.

39	Note	Tip
 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.	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.	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

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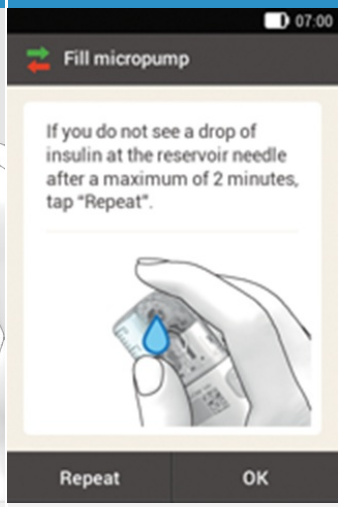
		
Next, you must fill the reservoir needle. Ensure that the micropump is not attached to the infusion assembly. Tap Fill.	While waiting, pay attention to the opening of the reservoir needle during filling. The reservoir needle is filled when you can see a drop at the tip of the needle.	As soon as you can see a drop of insulin, tap OK.

Note

In case no drop appears, refer to Troubleshooting.

Phase 6: Attach the micropump

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

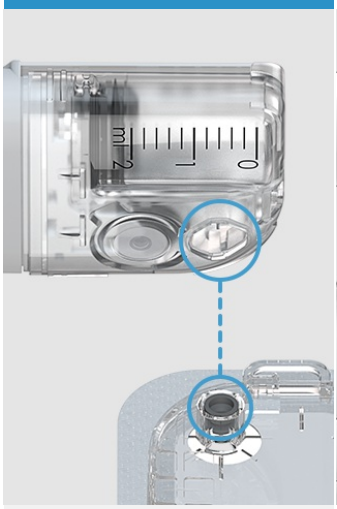
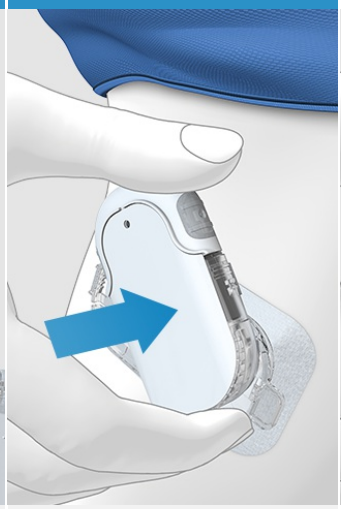
⚠ Warning

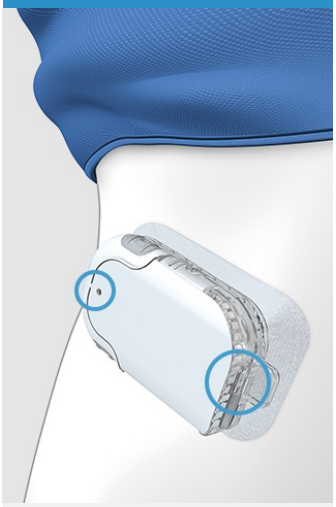
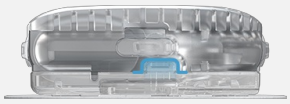
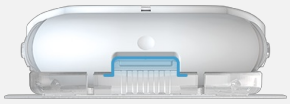
Check the micropump and the pump holder for damage before you attach the micropump to the pump holder.
Deformations or cracks can cause the micropump system to become leaky.
This can lead to hyperglycemia.

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.

44	45	46
		
Hold the micropump in a position so that the reservoir needle is above the grey cannula head of the pump holder.	Place the reservoir needle of the micropump on the gray cannula head of the pump holder.	Turn the micropump carefully in place. You may apply light pressure on the pump shield to make sure the reservoir needle stays inside the cannula head of the pump holder.

47	48	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. 
After one eighth turn (approx. 45 degrees), the micropump clicks into the front and rear hooks on the pump holder.	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.	

Tap Next.

A small amount of insulin is delivered in order to fill the soft Teflon® cannula.

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.

Activating the basal rate profile

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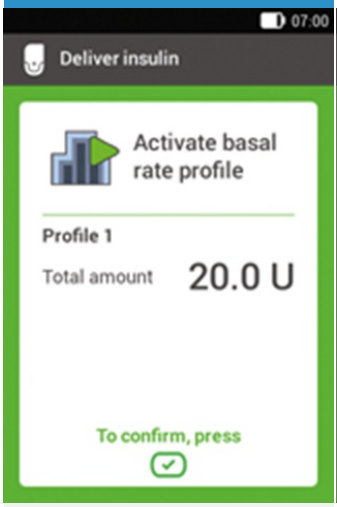
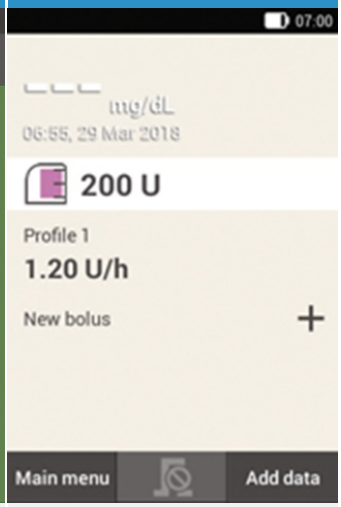
		
Now you can activate the set basal rate profile. To confirm this step, press the insulin button of the diabetes manager, which is lit green.	Please wait a moment while the basal rate profile is being activated.	The status screen displays the activated basal rate profile.

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.

REPLACING THE RESERVOIR

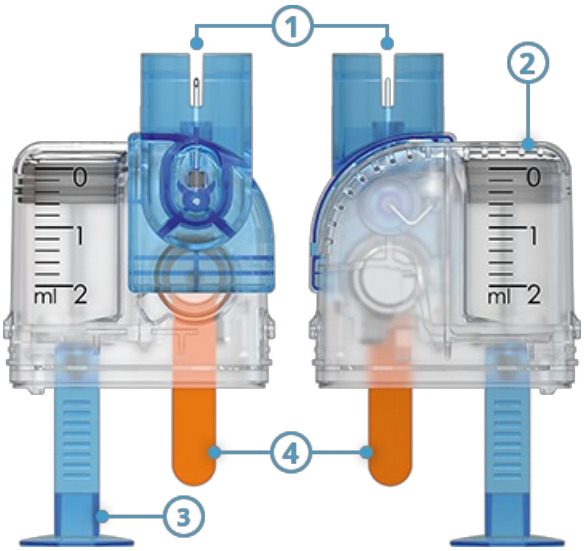
Getting started

Have the following components ready:

- Reservoir assembly
- Insulin vial with short-acting U100 insulin
- Sterile alcohol wipe

The reservoir must always be filled with at least 80 U. The reservoir has a maximum holding capacity of 200 U (2.0 ml). Always initiate replacement of the reservoir through the Replace menu of the diabetes manager before having removed the used reservoir. This ensures that all necessary information is transferred completely and that insulin delivery is continued.

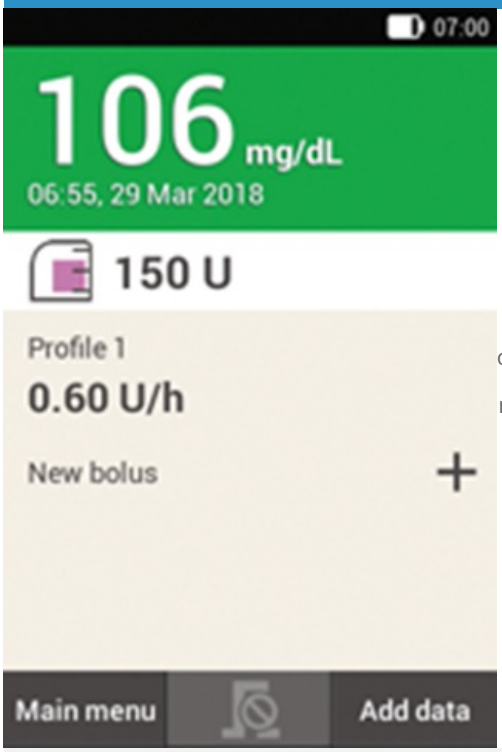
Front and back view of the reservoir assembly



1. Filling aid
2. Reservoir
3. Handle for piston rod
4. Protective film for battery

Starting replacement

01



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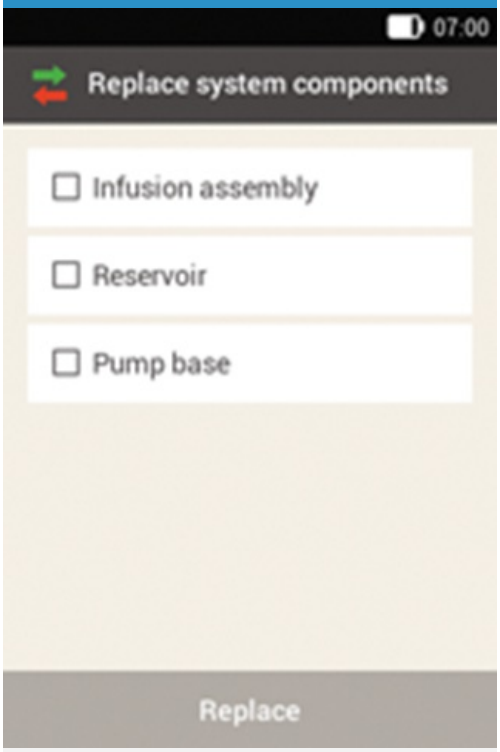
On the Status screen, tap the reservoir symbol.

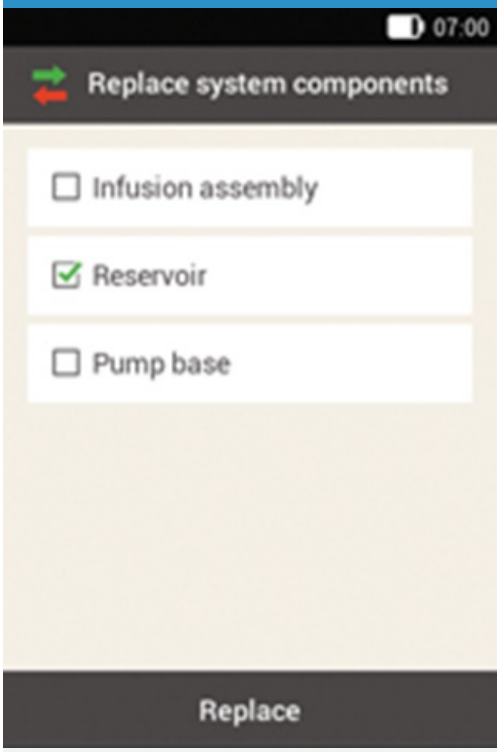
On the main menu, tap the Replace menu.

02



Tap Reservoir.

03



Tap Replace. The pump stops automatically.

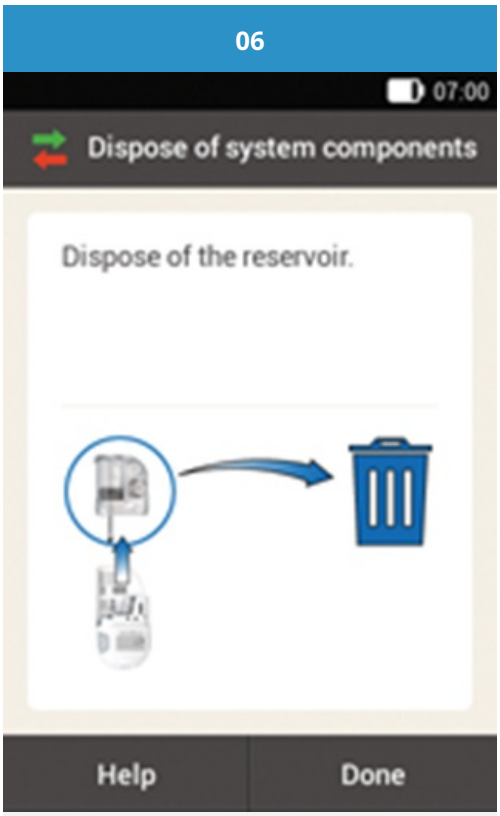
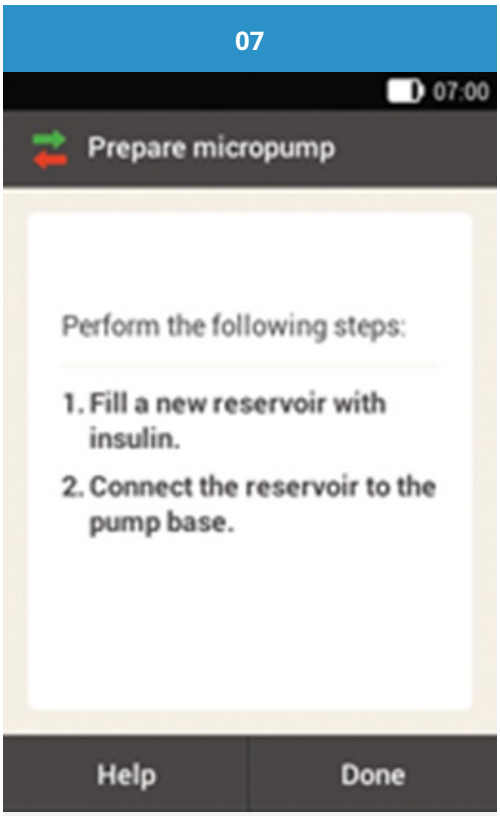
Removing the used reservoir

04

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

05

Remove the used reservoir from the pump base.

06	07
	
Dispose of the used reservoir according to local regulations. Tap Done.	If you want to see a video on how to replace the reservoir, tap Help. If you have completed the steps shown on the screen, tap Done.

Replacing the reservoir

Note

For detailed instructions on replacing the reservoir, see (Accu-Chek Solo micropump system) Chapter 4.4.
Follow the instructions in the following steps:

- Step 2: fill the new reservoir with insulin
- Step 3: connect the reservoir to the pump base
- Step 5: fill the reservoir needle
- Step 6: attach the micropump
- Activating the basal rate profile

Approved/listed/registered under the product name:
Accu-Chek Solo micropump system

Roche Diabetes Care GmbH
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