

## BAXTER: FACTOR VII 600 IU (Plasma Derived)



### **STEP 1**

Bring recombinant factor VII to room temperature before using. Choose a clean, dry, well-lit work area and lay out the following supplies

Contained within the box:

- Bottle(s) of recombinant factor VII powder
- Bottle(s) of sterile water
- Double ended transfer needle (pink)
- Filter needle (clear)
- Needle (yellow)
- Aeration needle
- Butterfly needle
- Disposable syringe (do not use, not Luer Lock)

Packaged separately:

- Sterile plastic Luer Lock syringe (10, 20 or 30 cc)
- Alcohol wipes

### **STEP 2**

Wash hands, under nails and forearms

- Use warm running water
- Use antibacterial soap from pump dispenser
- Dry hands with a paper towel
- Turn off taps with paper towel & discard



### **STEP 3**

Remove the caps from the bottles of FVII powder and sterile water.



### **STEP 4**

Clean the tops of the bottles with an alcohol swab. Allow to dry completely. **DO NOT** blow on the tops to speed up drying, this will contaminate them.



### **STEP 5**

Remove the protective cover from the double-ended transfer needle; the short end will be exposed. Insert the needle into the center of the stopper of the bottle of sterile water.



#### **STEP 6**

Remove the protective cover from the long end of the transfer needle. (TIP: It comes off easily, you do not need to hold transfer needle in place). Turn the sterile water upside down and, keeping the needle and bottle straight, stick the long end of the transfer needle into the center of the bottle of factor. Make sure not to push the needle hub against the stopper of the bottle as this may break the vacuum. See **ALTERNATE STEP 7** if the vacuum is broken.

#### **STEP 7**

After all of the sterile water has been drawn into the factor bottle, keeping the transfer needle in place, remove the sterile water bottle. This allows the vacuum to be released from the bottle of dissolved factor. **DO NOT** recap the transfer needle, remove and place it into the sharps container.

#### **STEP 8**

Gently mix the product by rolling it in between hands until dissolved.

#### **STEP 9**

Rewipe bottle(s) of factor with alcohol swab and allow to dry completely. Open the package containing the aeration needle and insert into the centre of the rubber stopper. This will collapse any foam. Remove the aeration needle and place into the sharps container.

#### **STEP 10**

Open the package containing the sterile syringe. **DO NOT** touch the tip. Twist and pull the cap from the sterile filter needle exposing the end that will attach to the syringe. **DO NOT** touch the end. Attach the filter needle to the syringe, twisting to make sure that it is securely in place.



#### **STEP 11**

Pull the protective cover off of the filter needle. Pull back the plunger of the syringe and draw up air equal to the amount of factor solution. (e.g., 10 ml of air for 10 ml of factor solution).



#### **STEP 12**

Insert the filter needle into the bottle of mixed factor solution and inject the air. Hold the plunger in as it will try to push back out.



#### **STEP 13**

With the syringe plunger fully pushed in, turn the bottle and syringe upside down and slowly pull back on the plunger to withdraw **ALL** of the factor solution. As you are withdrawing the last bit of solution continue to pull back on plunger as you are withdrawing the needle from the bottle.



#### **STEP 14**

When all of the factor solution has been withdrawn into the syringe, put the needle cover on, using only one hand ("Scooping" up the cap, ensuring that the needle tip does not touch any surfaces). Remove filter needle and place in sharps container.



#### **STEP 15**

Attach the syringe to the butterfly needle contained in the box of Factor VII for peripheral vein infusion. Holding the syringe and the needle pointing up, gently flick the syringe to move any air bubbles to the top and gently push on the plunger to remove the air. **DO NOT** push any factor solution out of the syringe.



**STEP 16**

Attach a blunt cannula for PORT infusion.



**STEP 17**

Mark syringe with a piece of tape if using PORT.

Administer slowly (through peripheral vein or Port-a-Cath®) at not more than 2 ml per minute (i.e., 10 ml over 5 minutes). Dispose of butterfly needle or winged infusion set in sharps container, remainder of waste to be disposed of in household garbage.

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## **ALTERNATE STEP 7**

### **STEP 7**

Open the package containing the sterile syringe. **DO NOT** touch the tip.

### **STEP 7B**

Attach a sterile #18 gauge needle to the syringe, twisting to make sure that it is securely in place. **DO NOT** touch the end.

### **STEP 7C**

Remove the protective cover of the needle – **DO NOT** throw out the cover.

### **STEP 7D**

Pull back the plunger of the syringe to fill with air equal to the amount of sterile water (e.g., 10ml of air for 10ml of sterile water).

### **STEP 7E**

Insert the needle into the center of the bottle of sterile water and inject air. Turn the sterile water upside down with the needle in place and draw back all of the water into the syringe.

### **STEP 7F**

Remove the syringe and needle from the sterile water bottle and stick it into the factor bottle. Inject sterile water into the bottle of factor. Remove the syringe and needle from the bottle of factor.

### **STEP 7G**

Put the needle cover on, using only one hand by “scooping” up the lid. Make sure that the needle does not touch any surfaces!

### **STEP 7H**

Gently mix the liquid FVII by rolling the bottle in between hands until dissolved. **GO TO STEP 8.**