Title:

BD BodyGuard™ T Syringe Pump Policy

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Author/s:	Lead Nurse, Acute Palliative Care		
Policy Owner:	Acute Nurse Director		
Executive Lead:	Executive Nurse Director		
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Version Control

Date	Author	Version	Reason for change
Jan 2014	Lothian McKinley T34 Working Group	v1.b	Revision of content. No changes required.
Oct 2016	Lothian McKinley T34 Working Group	v1.c	Revision of wording to Key Requirements and Responsibilities in areas of infrequent use
March 2018	Lothian McKinley T34 Working Group	v2.0	Review approved by the Policy Approval Group
Nov 2024	Lead Nurse, Acute Palliative Care	v2.1-5	Under review. Equipment and policy title change.
Dec 2024	Lead Nurse, Acute Palliative Care		Policy approved.

Executive Summary

The BD BodyGuard™ T Syringe Pump Policy aims to support safe and effective symptom management in hospital, community, and hospice settings. This has been developed by a working group from across settings and disciplines and reflects clinical evaluation, current guidelines, safety and manufacturers standards, expert consensus and feedback from staff, patients, and carers.

The policy details information regarding the use of the BD BodyGuard™ T syringe pump in practice, including context, processes for clinical management, the responsibilities of departments and specific roles including Heads of Service, managers and clinicians, and the education requirement for clinical staff. It is essential that clinical staff using the BD BodyGuard™ T syringe pump are competent to do so and supported through clear local processes for operation and risk management and have access to guidance regarding use of the pump and symptom management.

This policy is accompanied by detailed procedural clinical guidelines for staff regarding how to set up and operate the BD BodyGuard™ T syringe pump; Syringe pump/driver guidelines.

BD BodyGuard™ T Syringe Pump Policy

Contents

1.0 Purpose

To ensure the delivery of safe, effective, and person-centred care for patients requiring a continuous subcutaneous infusion of medicine via BD BodyGuard™ T syringe pump in Lothian. This policy aims to:

- Support consistent, evidence-based practice regarding the administration of continuous subcutaneous infusions of medicine via BD BodyGuard™ T syringe pumps for palliative care across care settings.
- Outline the roles and responsibilities of registered healthcare professionals, managers, support staff and services.
- Identify the education requirements for registered healthcare professionals.
- Identify a route for communication regarding the reporting of risk, adverse events and near misses involving the BD BodyGuard™ T syringe pump, and for sharing learning across hospital, community, and hospice settings to support continuous quality improvement.

2.0 Policy statement

The use of a battery-operated, portable syringe pump to administer a continuous subcutaneous infusion of medicine is established practice in palliative care. When patients cannot swallow or absorb oral medicine, the syringe pump provides an alternative method of controlling distressing symptoms.

Syringe pumps may be used throughout the palliative phase of a life-limiting illness and for short or extended periods. Up to three medicines, which are checked as compatible, may be given within a single syringe and infusion. Continuous subcutaneous delivery achieves stable plasma levels of medicine.

The prescription can be reviewed and adjusted daily in assessing the patient's symptoms and response, any requirement for as required medications, and any side effects. This means the syringe pump is more flexible when managing unstable symptoms and in titrating analgesia than patch and transdermal routes of drug administration. The utility and portability of the BD BodyGuard™ T syringe pump means this device is used within all care settings and can stay with the patient on transfer or discharge.

As is the case with any medical device, the use of the syringe pump is not however without clinical risk. To ensure patient safety and address governance requirements, the model of syringe pump should meet current standards for infusion devices. Furthermore, as operator error is the main cause of adverse events involving medical devices, guidance, training, and competency for registered healthcare professionals is essential.

Clinical use of the BD BodyGuard™ T syringe pump, infusion equipment and procedures to be followed when caring for a patient are detailed within the Syringe pump/driver guidelines which should be read with this policy.

3.0 Scope

This policy applies to all registered healthcare professionals, and student nurses under supervision, caring for adults, children and young people requiring a continuous subcutaneous infusion of medicine via a BD BodyGuard™ T syringe pump for palliative care within:

- NHS Lothian Acute hospitals
- Hospital Based Complex Clinical Care (HBCCC)
- Patient's own homes
- Care Homes, as provided by NHS Lothian
- Community Hospitals
- RHCYP Continuing Care Service Sunndach and Calareidh
- St. Columba's Hospice
- Marie Curie Hospice, Edinburgh.

In Lothian, our BD BodyGuard™ T syringe pumps are specifically configured for palliative care delivery. This policy does not cover the use of the BD BodyGuard™ T syringe pump for other purposes and any service considering this should contact Medical Physics for advice. A local risk assessment is required, and a separate policy or guidance may be needed.

4.0 Definitions

Palliative care aims to prevent and relieve pain and suffering throughout any serious illness as well as where death is impending, and in bereavement. The focus is holistic and person-centred care that enables people to live well, and when death is inevitable, to die peacefully and with dignity. Care and support for people who are dying extends to family and important others.

End of life Care refers to care in the last days of life, when death is expected.

BD: this abbreviation identifies the manufacturer of this device.

5.0 Implementation roles and responsibilities

5.1 Heads of Service/Service Managers

Heads of Service/Service Managers should ensure that:

1. Department registered healthcare professionals that may care for a patient requiring a BD BodyGuard™ T syringe pump for palliative care complete required education.

2. Clinical staff can access the Syringe pump/driver guidelines and the Scottish Palliative Care Guidelines.

3. An inventory is maintained of any BD BodyGuard™ T syringe pumps allocated to their area and a process is in place to facilitate return of a pump which has been loaned out with or transferred with a patient to another care setting. Replacement of lost pumps is the responsibility of the service area.

4. In areas where BD BodyGuard™ T syringe pumps are not used routinely: a local process is defined for managing the situation where a patient may require this. This includes a risk assessment; defined roles and responsibilities particularly where there are different teams or services involved; and the procedure for troubleshooting and escalation of any issues. This is particularly important where staff in an area looking after the patient do not set up or replenish the infusion and this is completed by a visiting service. See 5.2 below.

5.2 Charge Nurses/Team Managers

Charge Nurses/Team Managers should ensure that:

1. Registered healthcare professionals that may be required to care for a patient requiring a continuous subcutaneous infusion for palliative care via BD BodyGuard™ T syringe pump:

   - Know how to access the Syringe pump/driver guidelines
   - Know how to access the symptom management guidelines.
   - Know how to obtain medicine compatibility advice from pharmacy staff and specialist palliative care services in and out with normal working hours.
   - Have successfully completed education to achieve and maintain competence as defined within the BD BodyGuard™ T syringe pumps and infusion device training materials.

2. Up-to-date records of registered healthcare professionals training are kept.

3. An accurate record is kept of any BD BodyGuard™ T syringe pumps allocated to the area and that pumps are returned to medical physics department for servicing on an annual basis.

4. Staff follow the Return BD BodyGuard™ T to Allocated Area to ensure the return of a pump transferred with a patient to another care setting.

   All staff are aware of what to do in situations where a visiting registered healthcare professional sets up or replenishes an infusion via BD BodyGuard™ T syringe pump in a care setting/unit where the staff have not been trained to do this. The visiting registered healthcare professional and the nurse in charge must agree arrangements for scheduled daily replenishment. The visiting registered healthcare professional must ensure that that the nurse in charge is familiar with the procedure to be followed to monitor the device and in the event of a problem e.g. device alarm, malfunction, patient distress, and that the unit has the necessary contact numbers for support out of hours and in hours should this be needed. Within NHS Lothian settings the nurse in charge should ensure regular monitoring of the device as per the Syringe pump/driver guidelines. There should

also be anticipatory/as required medication available for the staff to administer in the event of the syringe pump not working or needing to be switched off. The nurse in charge of the unit must ensure this information is shared with the ward team and this information is included in ward handovers.

5.3 Clinical Staff

Registered healthcare professionals caring for patients requiring a continuous subcutaneous infusion of medicine via the BD BodyGuard™ T syringe pump must ensure that they:

1. Are competent in the operation of the BD BodyGuard™ T syringe pump and its use for palliative care on an individual patient basis.

2. Seek support from their line manager to achieve and maintain competence and complete any educational activities necessary for this.

3. Keep a record of education activities completed as part of the Personal Development Planning and Review Process.

4. Can demonstrate knowledge and application of the Syringe pump/driver guidelines.

5. Provide appropriate information and support to enable the patient, carers and important others as appropriate, to participate in decision-making and care, to the extent they wish and are able to. This includes use of the BD BodyGuard™ T syringe pump Information Leaflet.

6. Are aware of how to access the Scottish Palliative Care Guidelines and local sources of help and information including Medical Physics, Pharmacy staff and Specialist Palliative Care Services, in and out with normal working hours.

7. Maintain up to date knowledge of the medicines prescribed in the context of symptom management; drug effects and side effects; combining medicine and diluent compatible in syringe pump; that the prescription is appropriate to the individual patient.

8. Follow the Lothian/Hospice adverse event reporting and risk management procedures. This includes completing the BD BodyGuard™ T syringe pump Adverse Event Reporting Summary Information Fields on DATIX (hard copy hospices) and BD BodyGuard™ T syringe pump Medical Physics Service Request Form for pumps returned to Medical Physics due to malfunction or adverse event.

5.4 NHS Lothian Medical Physics Department

Scientific and technical support for the use and care for the BD BodyGuard™ T syringe pumps in Lothian will be provided by the NHS Lothian Departments of Medical Physics, which will:

1. Maintain asset and maintenance registers of the BD BodyGuard™ T syringe pumps.

2. Agree with the clinical leads the configuration of the BD BodyGuard™ T syringe pumps

and arrange for and configure the pumps to meet the agreed configuration.

3. Provide and organise the scheduled inspection and breakdown maintenance of the BD BodyGuard™ T syringe pumps in Lothian. This includes within the terms of the Service Level Agreement with St Columba's Hospice, and Marie Curie Hospice, Edinburgh.

4. Support safe and effective patient care through the overall management of the BD BodyGuard™ T syringe pumps and the accessories and consumable equipment used with the pumps.

5. Lead and support the purchase, implementation and use of pumps required to deliver palliative care in Lothian. This includes the development of business plans for submission to the Lothian Medical Equipment Review Group.

5.5 Education and training for staff

All registered healthcare professionals using the BD BodyGuard™ T syringe pump are accountable for their practice in the use and operation of such devices.

Registered nurses should ensure compliance with the Nursing and Midwifery Council (NMC) Code and Standards for Medicines Management. This includes actively seeking support from their line managers where required and completing appropriate educational activity to achieve and maintain competence.

Qualifications required	Registered nurses – current registration with the Nursing & Midwifery Council (NMC).
Additional requirements	Has completed competency-based training on BD BodyGuard™ T syringe pump management for patients requiring palliative care.
Continuing education requirements	Achievement and maintenance of competency should be reviewed by the Registered Nurse, and with their line manager during Personal Development Planning & Review. Maintaining knowledge and skills is a professional requirement of the postholder.

6.0 Associated materials

Syringe pump/driver guidelines, Health Improvement Scotland

Standard Operating Procedure template for using a syringe pump in Palliative Care, Health Improvement Scotland, NHS Scotland, February 2024

Scottish Palliative Care Guidelines

Return BD BodyGuard™ T to Allocated Area, December 2024

BD BodyGuard™ T Medical Physics Request Form, December 2024

BD Bodyguard™ T 24-hour Subcutaneous Infusion Set up, Record of Administration and Monitoring Chart: for Community Use (Adults and Children), approved December 2024

BD Bodyguard™ T Subcutaneous Infusion Set Up and Monitoring Chart: Hospital, approved December 2024

Clinical Skills, Initial Competency: BD BodyGuard™ T Syringe Pump for continuous subcutaneous infusions of medicines for Palliative Care, NHS Lothian Clinical Education Team, November 2024 (available on the NHS Lothian intranet)

Clinical Skills, 2 yearly Competency: BD BodyGuard™ T Syringe Pump for continuous subcutaneous infusions of medicines for Palliative Care, NHS Lothian Clinical Education Team, November 2024 (available on the NHS Lothian intranet)

Access to BD BodyGuard™ T Lockboxes and Keys, December 2024

Patient Information Leaflet: Syringe Pump (Scottish Palliative Care Guidelines), Health Improvement Scotland/NHS Scotland, February 2024

7.0 Evidence base

This policy and the Syringe pump/driver guidelines have been developed by a working group with representation from hospital, hospice and community settings in Lothian (see section 8.0). The content reflects a review of evidence, clinical evaluation (including analysis of incidents, clinical audit, staff feedback questionnaire, process review of access and use of the syringe pumps within hospital, community and hospice settings, interviews with patients and carers and consultation with professional organisations e.g. Royal College of Nursing), other relevant local policies and expert consensus.

Medicines Healthcare Products Regulatory Agency (2013) *Infusion Systems.* Medicines and Healthcare products Regulatory Agency: London

Medicines Healthcare Products Regulatory Agency (2015) Managing Medical Devices: Guidance for Healthcare and Social Services Organisations. Managing medical devices - GOV.UK

National Patient Safety Agency (2018) *Safer Ambulatory Syringe Drivers* Ref: NPSA/2010/RRR019 Review of the action set out in 'Safer ambulatory syringe drivers'

NHS Purchasing and Supply Agency (2008) Ambulatory Syringe Drivers: Buyers Guide CEP 08046

Scottish Palliative Care Guidelines

Nursing & Midwifery Council (2018) The Code: Professional standards of practice and behaviour for nurses, midwives, and nursing associates

8.0 Stakeholder consultation

This policy has been reviewed with input from a range of professional stakeholders, including Palliative Care staff, Medical Physics, Clinical Nurse Managers within Edinburgh Health and Social Care Partnership, and Nurse Directors.

9.0 Monitoring and review

- Local policies for risk management, reporting and medicines should be followed in NHS Lothian, St Columba's, and Marie Curie Edinburgh Hospices.
- The responsibility for local implementation of this policy and the Syringe pump/driver guidelines is at service level. This includes taking appropriate action to address local risk and support ongoing quality improvement.
- On a pan-Lothian basis, the BD BodyGuard™ T Working Group will collate and review adverse events annually to inform pan-Lothian development.
- Complaints relating to continuous subcutaneous infusions via BD BodyGuard™ T Syringe Pump will be monitored through the NHS Lothian and Hospice Complaints Procedure and reviewed bi-annually by the BD BodyGuard™ T Working Group.
- Staff completion of education required for competence will be monitored locally as part of the Personal Development Planning and Review Process.