

Liberty[®] Select Nurse In-Service Checklist

For software versions 3.0.2 or higher

Instructions

Use this form to track and document patient and care partner training on Liberty Select cyclor software Version 3.0.2 and higher. This checklist is designed to be used as a resource in conjunction with the Liberty Select cyclor User's Guide. Use a check mark to show steps performed during review and practice. Initials indicate all steps have been completed for each skill in that section. If the skill is not adequately demonstrated for a sub-topic, a follow-up plan of action is recommended. Do not leave fields blank. Enter N/A (not applicable) where appropriate.

CENTER NAME			
TRAINING START DATE		TRAINING END DATE	

Signatures

LEARNER NAME

PRINTED NAME			In Person	Virtual
DATE		SIGNATURE		

TRAINER NAME

PRINTED NAME			In Person	Virtual
DATE		SIGNATURE		

► Module 1: The Cyclor's Components

Skills	Reviewed	Learner Demonstrates Skill
Rear View:		
Power switch	Yes No	Yes No
Power cord/power cord socket	Yes No	Yes No
Fan vent	Yes No	Yes No
If applicable: RS232 port for Kinexus Gateway or modem	Yes No	Yes No
Side View:		
Handles	Yes No	Yes No
USB drive (Also known as IQdrive™)	Yes No	Yes No
Front View:		
Heater tray	Yes No	Yes No
Heater bag sensor	Yes No	Yes No
Technical Support number	Yes No	Yes No
Cyclor serial number	Yes No	Yes No
Software version number	Yes No	Yes No

TRAINER INITIALS

LEARNER INITIALS

DATE

► Module 1: The Cyclor's Components con't

Skills	Reviewed	Learner Demonstrates Skill
Touchscreen	Yes No	Yes No
Control Panel: <ul style="list-style-type: none"> • UP/DOWN Arrow keys • OK button • STOP key 	Yes No	Yes No
Cassette door	Yes No	Yes No
Pump heads	Yes No	Yes No
Door sensor	Yes No	Yes No
Safety bar	Yes No	Yes No
Pressure sensors	Yes No	Yes No
Cassette guide pins and cassette catch	Yes No	Yes No
Cassette pump plate, valves	Yes No	Yes No
Door latch	Yes No	Yes No
Status bar: blue, green, yellow, orange, red	Yes No	Yes No
Touchscreen functions: screen-buttons, movement-buttons, parameter-buttons	Yes No	Yes No

TRAINER INITIALS

LEARNER INITIALS

DATE

► Module 1: The Cyclor's Components con't

Skills	Reviewed	Learner Demonstrates Skill
Disposables:		
stay•safe® Organizer with clip	Yes No	Yes No
stay•safe catheter extension set	Yes No	Yes No
Liberty cyclor set	Yes No	Yes No
• Cassette/cartridge	Yes No	Yes No
• Drain line (yellow clamp)	Yes No	Yes No
• Heater bag line (red clamp)	Yes No	Yes No
• Solution bags (white clamps)	Yes No	Yes No
• Last Bag (green clamp)	Yes No	Yes No
• Patient line (blue clamp)	Yes No	Yes No
• stay•safe PIN connector(s)	Yes No	Yes No
• Liberty drain set	Yes No	Yes No
Multiple Tubing Set (MTS)	Yes No	Yes No

TRAINER INITIALS

LEARNER INITIALS

DATE

► **Module 2: Navigating with the Screen Buttons**

Skills	Reviewed	Learner Demonstrates Skill
My Records button	Yes No	Yes No
My Treatment button	Yes No	Yes No
My Settings button	Yes No	Yes No

► **Module 3: Setting Up the Cyclor for Treatment**

Skills	Reviewed	Learner Demonstrates Skill
Turn power switch to ON .	Yes No	Yes No
Touch My Settings button.	Yes No	Yes No
Select program mode:		
• Cycle-based	Yes No	Yes No
• Treatment-based	Yes No	Yes No
Select therapy type and enter values (if not using IQdrive/USB drive):		
• CCPD: Treatment-based	Yes No	Yes No
• CCPD: Cycle-based	Yes No	Yes No

TRAINER INITIALS

LEARNER INITIALS

DATE

► **Module 3: Setting Up the Cyclor for Treatment con't**

Skills	Reviewed	Learner Demonstrates Skill
• IPD: Treatment-based	Yes No	Yes No
• IPD: Cycle-based	Yes No	Yes No
• PD+: Treatment-based	Yes No	Yes No
• PD+: Cycle-based	Yes No	Yes No
• Tidal: Treatment-based	Yes No	Yes No
• Tidal: Cycle-based	Yes No	Yes No

► **Module 4: Entering Patient Settings**

Skills	Reviewed	Learner Demonstrates Skill
Name	Yes No	Yes No
Date of birth	Yes No	Yes No
Weight	Yes No	Yes No
Gender	Yes No	Yes No

TRAINER INITIALS

LEARNER INITIALS

DATE

► Module 5: Entering Options Settings

Skills	Reviewed	Learner Demonstrates Skill
Select values		
Add diurnal UF	Yes No	Yes No
Language (English, Spanish, or French)	Yes No	Yes No
Last bag option	Yes No	Yes No
SI units (yes or no)	Yes No	Yes No
Personal data	Yes No	Yes No
USB-enabled	Yes No	Yes No
Drain exit %	Yes No	Yes No
Add drain	Yes No	Yes No
Add drain alert	Yes No	Yes No
Flow Alert	Yes No	Yes No

TRAINER INITIALS

LEARNER INITIALS

DATE

▶ Module 6: Entering Hardware Settings

Skills	Reviewed	Learner Demonstrates Skill
Select values		
Alarm loudness	Yes No	Yes No
Key loudness	Yes No	Yes No
Date format	Yes No	Yes No
Date	Yes No	Yes No
Time format	Yes No	Yes No
Time	Yes No	Yes No
Screen blanking	Yes No	Yes No
Brightness	Yes No	Yes No

TRAINER INITIALS

LEARNER INITIALS

DATE

► Module 7: Initiating Treatment

Skills	Reviewed	Learner Demonstrates Skill
Check that cyclor and stay•safe® Organizer and blue clip have been cleaned per manufacturer’s recommendations.	Yes No	Yes No
Ensure cyclor is plugged into a grounded, three-pronged electrical outlet and that power is on.	Yes No	Yes No
Verify treatment values on “Ready” screen.	Yes No	Yes No
Press OK key to start treatment.	Yes No	Yes No
Gather supplies, mask, and wash hands.	Yes No	Yes No
Inspect cyclor set for any signs of damage to tubing, clamps, PIN connector(s), or film before inserting it into the cyclor. Check that the cassette and tubing are free from kinks or damage. Look for scratches, loose tubing, or holes in the cassette film, and check for any damage to clamps or PIN connector(s). Note: If cyclor set is damaged, do not insert into the cyclor. Save the cyclor set and call Technical Support.	Yes No	Yes No
Ensure cyclor set is properly inserted: The cassette is under each of the upper metal guide pins and snapped into the lower catch. Ensure lines hang straight.	Yes No	Yes No
<ul style="list-style-type: none"> First, carefully insert the top portion of the cassette. Then, press the lower portion in until it snaps securely, and close the door. 	Yes No	Yes No

TRAINER INITIALS

LEARNER INITIALS

DATE

▶ Module 7: Initiating Treatment con't

Skills	Reviewed	Learner Demonstrates Skill
<ul style="list-style-type: none"> • Insert the PIN connector from the patient line (blue clamp) into the stay•safe Organizer. 	Yes No	Yes No
Inspect all solution bags, including heater bag, for S.C.A.L.E.* ; connect solution bags to lines and properly place heater bag on heater tray (* S olution, C larity, A mount, L eaks, E xpiration date).	Yes No	Yes No
<ul style="list-style-type: none"> • Select heater bag volume you are using for treatment. (Use the largest solution bag and must be 1000mL more than fill volume). 	Yes No	Yes No
Connect drain lines or drain bags; touch Next .	Yes No	Yes No
Break cones (use stay•safe Handi-tool as necessary). No need to float the cone.	Yes No	Yes No
Clamp unused solution lines; touch Next .	Yes No	Yes No
Verify bag connections; touch Next .	Yes No	Yes No
Cycler performs a tubing flush.	Yes No	Yes No
Ensure patient line (blue clamp) is open; touch Next to prime.	Yes No	Yes No

TRAINER INITIALS

LEARNER INITIALS

DATE

► Module 7: Initiating Treatment con't

Skills	Reviewed	Learner Demonstrates Skill
<ul style="list-style-type: none"> When using a 20-foot-long patient line, priming needs to be repeated by pressing the Back button again to ensure the patient line is fully primed. 	Yes No	Yes No
When priming is complete, close the blue clamp and press Next . (Press Back on screen, if needed, to repeat priming.)	Yes No	Yes No
Select daytime manual exchange information.	Yes No	Yes No
<ul style="list-style-type: none"> If the patient has not performed a manual exchange fill since they last turned off the cyclor, set the daytime exch. button to NO. 	Yes No	Yes No
<ul style="list-style-type: none"> If the patient has performed a manual exchange fill since they last turned off the cyclor, set the daytime exch. button to YES. Add manual fill volume. 	Yes No	Yes No
<ul style="list-style-type: none"> If the patient drained last fill from the cyclor or performed a daytime drain, set the daytime exchange button to YES with manual fill Volume set to 0mL. 	Yes No	Yes No
Confirm the daytime manual exchange information.	Yes No	Yes No
Use aseptic technique (should still be masked and re-wash hands per center's protocol) to connect the patient's catheter extension set to the patient line (blue clamp) of the cyclor set.	Yes No	Yes No

TRAINER INITIALS

LEARNER INITIALS

DATE

► Module 7: Initiating Treatment con't

Skills	Reviewed	Learner Demonstrates Skill
Open blue clamp on patient line and white clamp on catheter extension set; touch Next .	Yes No	Yes No
Bypass a phase of the cycle.	Yes No	Yes No
"Bypass not allowed at this time" message.	Yes No	Yes No
Pause: Disconnect from cyclor (if prescribed); touch Next .	Yes No	Yes No
Pause: Reconnect to cyclor (re-mask and re-wash hands per facility protocol); touch Next .	Yes No	Yes No

► Module 8: Ending Treatment

Skills	Reviewed	Learner Demonstrates Skill
Aseptically disconnect per center's protocol with PIN technology:		
<ul style="list-style-type: none"> • Ensure patient line and catheter extension set are open. 	Yes No	Yes No
<ul style="list-style-type: none"> • Turn the blue button on the PIN connector ¼ clockwise to unlock. 	Yes No	Yes No
<ul style="list-style-type: none"> • Push in the blue button to insert the PIN into the catheter extension set. 	Yes No	Yes No
<ul style="list-style-type: none"> • Close blue clamp on patient line and white clamp on catheter extension set. 	Yes No	Yes No

TRAINER INITIALS

LEARNER INITIALS

DATE

▶ Module 8: Ending Treatment con't

Skills	Reviewed	Learner Demonstrates Skill
<ul style="list-style-type: none"> • Insert PIN connector attached to the catheter extension set into the stay•safe clip of the Organizer. 	Yes No	Yes No
<ul style="list-style-type: none"> • Remove protective cover from new stay•safe cap. 	Yes No	Yes No
<ul style="list-style-type: none"> • Unscrew catheter extension set from PIN connector. 	Yes No	Yes No
<ul style="list-style-type: none"> • Pull catheter extension set back from the PIN connector. 	Yes No	Yes No
<ul style="list-style-type: none"> • Hold the catheter extension set up slightly—be sure the PIN is visible. 	Yes No	Yes No
<ul style="list-style-type: none"> • Connect catheter extension set to the new stay•safe cap. 	Yes No	Yes No
<ul style="list-style-type: none"> • Remove catheter extension set from the Organizer. Make sure cap is tight. 	Yes No	Yes No
Touch Next to continue.	Yes No	Yes No
Update personal data.	Yes No	Yes No
Close all clamps and touch Next .	Yes No	Yes No

TRAINER INITIALS

LEARNER INITIALS

DATE

▶ Module 8: Ending Treatment con't

Skills	Reviewed	Learner Demonstrates Skill
Remove cassette and touch Next .	Yes No	Yes No
Demonstrate safe disposal of effluent and tubing.	Yes No	Yes No
Review treatment summary, then touch Next .	Yes No	Yes No
• Details	Yes No	Yes No
• My Records	Yes No	Yes No
• Describe B, P, S, and F in My Records	Yes No	Yes No
Power down cyclor	Yes No	Yes No

▶ Module 9: Using the IQdrive (USB Drive)

Skills	Reviewed	Learner Demonstrates Skill
USB-enabled option set to YES .	Yes No	Yes No
First insert IQdrive/USB drive, then turn on cyclor.	Yes No	Yes No

TRAINER INITIALS

LEARNER INITIALS

DATE

► Module 9: Using the IQdrive (USB Drive) con't

Skills	Reviewed	Learner Demonstrates Skill
USB upload – Accept – Reject – Current Settings.	Yes No	Yes No
Kinexus Gateway or wireless modem (optional).	Yes No	Yes No
Using IQdrive (USB drive) with Optional Kinexus Gateway.	Yes No	Yes No
<ul style="list-style-type: none"> • USB-enabled option set to YES. 	Yes No	Yes No
<ul style="list-style-type: none"> • First connect the Kinexus Gateway into a wall outlet, (wait until the LED turns green) then continue to connect to the cyclor. 	Yes No	Yes No
<ul style="list-style-type: none"> • Insert USB drive, then turn on cyclor. 	Yes No	Yes No
<ul style="list-style-type: none"> • Use new Kinexus Gateway settings? – Accept – Reject – Current Settings. 	Yes No	Yes No

► Module 10: Troubleshooting Common Warnings and Alarms

Skills	Reviewed	Learner Demonstrates Skill
Press STOP to mute audible signal/alarm.	Yes No	Yes No
Error messages (example Drain complications) Review Meaning and Action Required.	Yes No	Yes No

TRAINER INITIALS

LEARNER INITIALS

DATE

► **Module 10: Troubleshooting Common Warnings and Alarms con't**

Skills	Reviewed	Learner Demonstrates Skill
Warnings – press STOP to mute; follow instructions on the screen.	Yes No	Yes No
Alarms – press STOP to mute; record alarm code.	Yes No	Yes No

► **Module 11: STAT Drain (Unplanned Drain)**

Skills	Reviewed	Learner Demonstrates Skill
Where to find STAT Drain box.	Yes No	Yes No
Confirm STAT Drain .	Yes No	Yes No
When can a STAT Drain be performed during treatment?	Yes No	Yes No
Screen display during STAT Drain .	Yes No	Yes No
What happens after a STAT Drain .	Yes No	Yes No
Select STAT Drain option.	Yes No	Yes No
Confirm STAT Drain .	Yes No	Yes No

TRAINER INITIALS

LEARNER INITIALS

DATE

▶ **Module 11: STAT Drain (Unplanned Drain) con't**

Skills	Reviewed	Learner Demonstrates Skill
Screen display during STAT Drain .	Yes No	Yes No
A STAT Drain works the same as a regular drain. You may stop it or bypass it as needed.	Yes No	Yes No

▶ **Module 12: Power Failure**

Skills	Reviewed	Learner Demonstrates Skill
Power failure notification.	Yes No	Yes No
Power restored.	Yes No	Yes No
• Safety system check.	Yes No	Yes No
• Power fail recover successful.	Yes No	Yes No
i. Resume treatment.	Yes No	Yes No
• Recovery failure.	Yes No	Yes No
i. Cancel treatment.	Yes No	Yes No
ii. Disconnect with PIN technology (see page 3, "Ending Treatment").	Yes No	Yes No

TRAINER INITIALS

LEARNER INITIALS

DATE

► **Module 12: Power Failure con't**

Skills	Reviewed	Learner Demonstrates Skill
iii. When prompted, open door and remove cassette.	Yes No	Yes No
iv. Restart entire treatment with fresh dialysate bags and new Liberty cyclor set.	Yes No	Yes No

► **Module 13: Cleaning the Cyclor**

Skills	Reviewed	Learner Demonstrates Skill
Clean the exterior surface using a damp cloth and a dilute (1:100) bleach solution or other suitable hospital disinfectant.	Yes No	Yes No
Rinse off cleaning solutions with a water-dampened cloth.	Yes No	Yes No
Periodically check for damage to cabinet and loose or missing pieces.	Yes No	Yes No

► **Module 14: Liberty Select Support Services**

Skills	Reviewed	Learner Demonstrates Skill
Technical Support: 800-227-2572	Yes No	Yes No
Clinical Resource Line: 877-954 -3340	Yes No	Yes No

TRAINER INITIALS

LEARNER INITIALS

DATE

▶ **Module 15: Adapting PD Catheter Connections to Alternate PD Delivery Systems**

Skills	Reviewed	Learner Demonstrates Skill
Adapting PD Catheter Connections to Alternate PD Delivery Systems P/N 101419-01	Yes No	Yes No

Caution: Federal (U.S.) law restricts these devices to sale by or on the order of a physician.

Intended Use: The Kinexus Gateway is intended for transmission of patient data collected during peritoneal dialysis therapy with the Liberty Select cyclor.

Note: Read the Instructions for Use for safe and proper use of this device. For a complete description of hazards, contraindications, side effects, and precautions, see full package labeling at www.fmcna.com.

Other indications for use: stay•safe catheter, extension sets, stay•safe drain set

