Liberty® Select with Kinexus®

NxSTAGE® from FRESENIUS MEDICAL CARE

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 cycler software Version 3.0.2 and higher. This checklist is designed to be used as a resource in conjunction with the Liberty Select cycler 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 Cycler'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 ☐
Cycler serial number	Yes ☐ No ☐	Yes ☐ No ☐
Software version number	Yes ☐ No ☐	Yes ☐ No ☐

TRAINER INITIALS _____ LEARNER INITIALS _____ DATE _____

Module 1: The Cycler's Components con't

Skills	Reviewed	Learner Demonstrates Skill
Touchscreen	Yes ☐ No ☐	Yes ☐ No ☐
Control Panel: • **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 Cycler'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 cycler 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 ☐

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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 Cycler 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 ☐

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Module 3: Setting Up the Cycler 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 ☐

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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 ☐

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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 ☐

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Module 7: Initiating Treatment

Skills	Reviewed	Learner Demonstrates Skill
Check that cycler and stay•safe® Organizer and blue clip have been cleaned per manufacturer's recommendations.	Yes ☐ No ☐	Yes ☐ No ☐
Ensure cycler 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 cycler set for any signs of damage to tubing, clamps, PIN connector(s), or film before inserting it into the cycler. 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 cycler set is damaged, do not insert into the cycler. Save the cycler set and call Technical Support.***	Yes ☐ No ☐	Yes ☐ No ☐
Ensure cycler 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 ☐
• 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
• 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 ☐
• 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 ☐

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Module 7: Initiating Treatment con't

Skills	Reviewed	Learner Demonstrates Skill
• 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 ☐
• If the patient has not performed a manual exchange fill since they last turned off the cycler, set the **daytime exch.** button to **NO**.	Yes ☐ No ☐	Yes ☐ No ☐
• If the patient has performed a manual exchange fill since they last turned off the cycler, set the **daytime exch.** button to **YES**. Add manual fill volume.	Yes ☐ No ☐	Yes ☐ No ☐
• If the patient drained last fill from the cycler 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 cycler 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 cycler (if prescribed); touch **Next**.	Yes ☐ No ☐	Yes ☐ No ☐
Pause: Reconnect to cycler (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:		
• Ensure patient line and catheter extension set are open.	Yes ☐ No ☐	Yes ☐ No ☐
• Turn the blue button on the PIN connector ¼ clockwise to unlock.	Yes ☐ No ☐	Yes ☐ No ☐
• Push in the blue button to insert the PIN into the catheter extension set.	Yes ☐ No ☐	Yes ☐ No ☐
• Close blue clamp on patient line and white clamp on catheter extension set.	Yes ☐ No ☐	Yes ☐ No ☐

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Module 8: Ending Treatment con't

Skills	Reviewed	Learner Demonstrates Skill
• Insert PIN connector attached to the catheter extension set into the stay•safe clip of the Organizer.	Yes ☐ No ☐	Yes ☐ No ☐
• Remove protective cover from new stay•safe cap.	Yes ☐ No ☐	Yes ☐ No ☐
• Unscrew catheter extension set from PIN connector.	Yes ☐ No ☐	Yes ☐ No ☐
• Pull catheter extension set back from the PIN connector.	Yes ☐ No ☐	Yes ☐ No ☐
• Hold the catheter extension set up slightly—be sure the PIN is visible.	Yes ☐ No ☐	Yes ☐ No ☐
• Connect catheter extension set to the new stay•safe cap.	Yes ☐ No ☐	Yes ☐ No ☐
• 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 ☐

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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 cycler	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 cycler.	Yes ☐ No ☐	Yes ☐ No ☐

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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 ☐
• USB-enabled option set to **YES**.	Yes ☐ No ☐	Yes ☐ No ☐
• First connect the Kinexus Gateway into a wall outlet, (wait until the LED turns green) then continue to connect to the cycler.	Yes ☐ No ☐	Yes ☐ No ☐
• Insert USB drive, then turn on cycler.	Yes ☐ No ☐	Yes ☐ No ☐
• 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 ☐

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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 ☐

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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 ☐

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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 cycler set.	Yes ☐ No ☐	Yes ☐ No ☐

Module 13: Cleaning the Cycler

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 ☐

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▶ **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 cycler.

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

FRESENIUS MEDICAL CARE

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