

# How to Flush and Remove a Port Needle

For patients with a port needle

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**This booklet will give you information about:**

- When to flush and remove your port needle
- The supplies you need to flush and remove your port needle
- How to flush and remove your port needle
- How to contact your health care team



This booklet gives you information on how to flush and remove your port needle. **You should only flush and remove your port needle if your health care team has advised you to do so. Your health care team will go over this booklet with you.**

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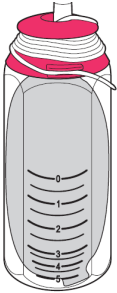
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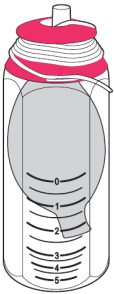
# When do I need to flush and remove my port needle?

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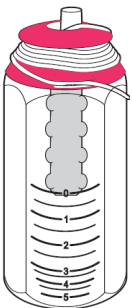
You need to flush and remove your port needle once your 5-FU bottle is empty. You will know it is empty when you can see 8 bumps (4 on each side) on the tube inside the 5-FU bottle.



5-FU bottle is full. **Do not flush and remove your port needle.**



5-FU bottle is half full. **Do not flush and remove your port needle.**



5-FU bottle is empty. **You can flush and remove your port needle.**

# What supplies do I need to flush and remove my port needle?

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Your chemotherapy nursing team will give you the supplies you need to flush and remove your port needle.

You will get:

- 1 pair of gloves
- 1 absorbent blue pad
- 4 alcohol swabs
- 2 0.9% sodium chloride 10mL syringes (with white cap)
- 1 heparin lock flush solution 5mL syringe (with yellow cap)
- 1 2x2 gauze
- 2 bandages
- 1 BIOHAZARD bag



# How do I flush and remove my port needle?

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Please follow these steps to flush and remove your port needle.

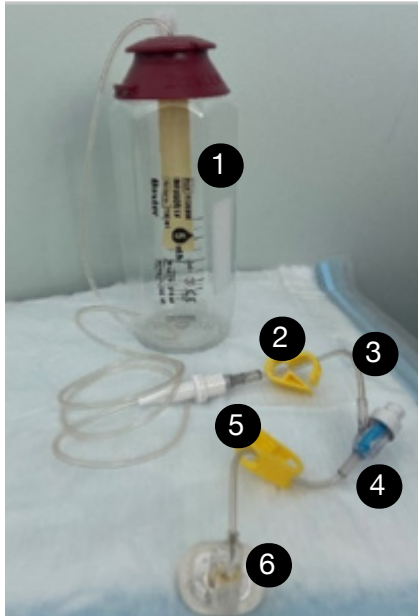
## Get your work area and supplies ready:

- Wash your hands with soap and water. Dry your hands with a clean towel. Set up a clean work area.
- Put the supplies given to you by your health care team on the absorbent blue pad.
- Put a glove on each hand.
- Take the 0.9% sodium chloride 10mL syringes and heparin lock flush solution 5mL syringe out of the packages.

**Keep your 5-FU bottle attached to your port needle tubing. Do not remove it.**



You can use the picture below to help you flush and remove your port needle.



Port, port needle tubing and 5-FU bottle

1. 5-FU bottle
2. Yellow clamp (furthest away from your body)
3. Port needle tubing
4. Y-connector
5. Yellow clamp (closest to your body)
6. Port needle

**Close the yellow clamp (furthest away from your body):**

- Pinch the yellow clamp on the port needle tubing that is furthest away from your body (you should hear it click). Look at the picture above to see where the yellow clamp is furthest away from your body.

## Clean the y-connector:

- Open an alcohol swab and clean the end of the y-connector on the port needle tubing with the alcohol swab (for 15 seconds). Look at the picture on page 4 to see where the y-connector is. Put the used alcohol swab on the absorbent blue pad.
- Let the y-connector air dry (for 15 seconds).  
**Do not blow on it.**

## Push in the 0.9% sodium chloride:

- Hold one of the 0.9% sodium chloride 10mL syringes (syringe with white cap) with the tip pointing up. Use your thumb to push on the plunger until you feel the plunger move.
- Remove the white cap (twist the cap counter clockwise). Do not touch the syringe tip after you remove the cap.
- Use your thumb to gently push on the plunger until you see a small amount of sodium chloride come out of the tip of the syringe.
- Push the tip of the syringe into the end of the y-connector on the port needle tubing and screw it in (clockwise). Look at the picture on page 4 to see where the y-connector is.
- Gently push in 5mL of the 0.9% sodium chloride. It should be easy to push the plunger on the sodium chloride syringe when it is attached to the y-connector. If it is easy to push the sodium chloride into the y-connector, continue pushing in the sodium chloride.



If it is hard to push the sodium chloride into the y-connector, **STOP**. Follow these steps:

1. Pinch the yellow clamp on the port needle tubing that is closest to your body (you should hear it click). Look at the picture on page 4 to see where the yellow clamp is closest to your body.
2. Unscrew (counter clockwise) the syringe from the y-connector on the port needle tubing. Look at the picture on page 4 to see where the y-connector is. Put the syringe on the absorbent blue pad.
3. Keep your 5-FU bottle attached to the port needle tubing. Do not remove it.
4. Put the blue absorbent pad, used alcohol swab, and sodium chloride syringe in the garbage.
5. Take your gloves off and put them in the BIOHAZARD bag. Seal the BIOHAZARD bag.
6. Wash your hands with soap and water. Dry your hands with a clean towel.
7. Contact your health care team right away. Please see page 7 for how to contact your health care team.



## How to contact your health care team:

### Monday to Friday, 8:30 AM – 4:30 PM

- Call the Pump Registered Nurse at 416-480-6176.

### Outside of these hours and on weekends and statutory holidays

- Call the After-Hours Telephone Line at 1-877-681-3057.
- Please follow-up with your health care team by calling the Pump Registered Nurse Monday to Friday, 8:30 AM - 4:30 PM.



**Please follow the steps below ONLY if it was easy to push the plunger on the sodium chloride syringe when it was attached to the y-connector.**

- Push in the rest of the sodium chloride using a **push and pause method**. Push in 1mL at a time and pause (for 1 second). Repeat this until there is nothing left in the syringe.
- Unscrew (counter clockwise) the syringe from the y-connector on the port needle tubing. Put the syringe on the absorbent blue pad.

## Clean the y-connector:

- Open another alcohol swab and clean the end of the y-connector on the port needle tubing with the alcohol swab (for 15 seconds). Let the y-connector air dry (for 15 seconds). Look at the picture on page 4 to see where the y-connector is. Put the used alcohol swab on the absorbent blue pad.
- Let the y-connector air dry. **Do not blow on it.**

## Push in more of the 0.9% sodium chloride:

- Hold the other sodium chloride syringe (syringe with white cap) with the tip pointing up. Using your thumb, push on the plunger until you feel the plunger move.
- Remove the white cap (twist the cap counter clockwise). **Do not touch the syringe tip after you remove the cap.**
- Use your thumb to gently push on the plunger until you see a small amount of sodium chloride come out of the tip of the syringe.
- Push the tip of the syringe into the end of the y-connector on the port needle tubing and screw it in (clockwise). Look at the picture on page 4 to see where the y-connector is.
- Gently push on the plunger using a **push and pause method**. Push in 1mL at a time and pause (for 1 second). Repeat this until there is nothing left in the syringe.
- Unscrew (counter clockwise) the syringe from the y-connector. Look at the picture on page 4 to see where the y-connector is. Put the syringe on the absorbent blue pad.

## Clean the y-connector:

- Open another alcohol swab and clean the end of the y-connector on the port needle tubing with an alcohol swab (for 15 seconds). Look at the picture on page 4 to see where the y-connector is. Put the used alcohol swab on the absorbent blue pad.
- Let the y-connector air dry (for 15 seconds).  
**Do not blow on it.**

## Push in the heparin lock flush solution:

- Hold the heparin lock flush solution syringe (syringe with yellow cap) with the tip pointing up. Using your thumb, push on the plunger until you feel the plunger move.
- Remove the yellow cap (twist the cap counter clockwise).  
**Do not touch the syringe tip after you remove the cap.**
- Use your thumb to gently push on the plunger until you see a small amount of heparin lock flush solution come out of the tip of the syringe.
- Push the tip of the syringe into the end of the y-connector on the port needle tubing and screw it in (clockwise). Look at the picture on page 4 to see where the y-connector is.
- Gently push on the plunger using a **push and pause method**. Push in 1mL at a time and pause (for 1 second). Repeat this until there is nothing left in the syringe.

- Unscrew (counter clockwise) the syringe from the y-connector. Look at the picture on page 4 to see where the y-connector is. Put the syringe on the absorbent blue pad.

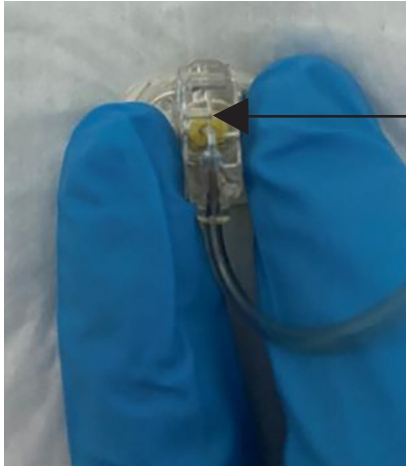
**Close the yellow clamp (closest to your body):**

- Pinch the yellow clamp on the port needle tubing that is closest to your body (you should hear it click). Look at the picture on page 4 to see where the yellow clamp is closest to your body.

**Remove your port needle:**

- Gently remove the dressing that is over your port needle. You can use a mirror to help you. Put the dressing on the absorbent blue pad.

- Use one hand and take your middle finger and index finger to gently push on the base of the port needle. Look at the picture on page 4 to see where the port needle is. Use the other hand to gently pull on the clear lever until you hear it click.



Lever

- Put gauze on your skin where the needle was taken out. Apply 2 bandages over top of the gauze. Use your fingers to gently apply pressure to the area (for 2 minutes). If you are on blood thinners, you may have to gently apply pressure for longer than 2 minutes. Remove the bandages and gauze after 30 minutes.

**If the gauze is fully covered in blood after 30 minutes, please follow the steps on page 12 and contact your health care team right away.**



## Clean up your work area:

- Put your port needle, port needle tubing, and 5-FU bottle in the BIOHAZARD bag. Take your gloves off and put them in the BIOHAZARD bag.
- Seal the BIOHAZARD bag and put it in a plastic bag. Make sure the bag is out of reach from any children or pets. **Bring the plastic bag with you to your next appointment at the Chemotherapy Unit.**
- Put the absorbent blue pad with the supplies on it in the garbage.
- Wash your hands with soap and water. Dry your hands with a clean towel.

# How can I contact my health care team?

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If you have questions or concerns about how to flush or remove your port needle, please contact your health care team:

## **Monday to Friday, 8:30 AM – 4:30 PM**

- Call the Pump Registered Nurse at 416-480-6176.

## **Outside of these hours and on weekends and statutory holidays**

- Call the After-Hours Telephone Line at 1-877-681-3057.
- Please follow-up with your health care team by calling the Pump Registered Nurse Monday to Friday, 8:30 AM - 4:30 PM.











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