![Tandem Diabetes Care logo]

Insulin Pump Training Checklist
For use with t:slim X2 Insulin Pump with Control-IQ® Technology

Patient Information

Patient's Name (First, Middle, Last)	Date of Birth (Month/Day/Year)	Pump Serial Number

Training Date	☐ Insulin ☐ Saline	☐ In Person ☐ Video Remote (Disclaimer provided)	☐ New to Pump Therapy ☐ Currently on Pump

A) Overview
A) Check box if all items in Section A were covered →

A) Type of Insulin
☐ U100 only Humalog/lispro/Novolog/aspart
☐ Other insulin (Contraindications were covered):_____

- Review pump system terminology
- Training resources: Printed, online and mobile apps
- Pump accessories
- Rechargeable battery: Charge daily, battery life, and battery indicator
- Maintenance: Pump is watertight (3 feet for 30 minutes)
- Review: Cleaning pump. Storage/Shelf Mode

B) Getting Started
B) Check box if all items in Section B were covered →

- Screen On/Quick Bolus Button functions: On, Off, Quick Bolus
- Touch Screen- turns off after 3 accidental screen taps
- Home Screen, Icons, Symbols. Status, Bolus, Options menus
- Importance of confirmation prompts
- Program Device Settings, including date, time, and optional Security PIN

C) Therapy Management Platform and Mobile App
C) Check box if all items in Section C were covered →

- Create Tandem account with web application or mobile app. Same log in credentials are used for all platforms
- Web application: Upload regularly if not using mobile app
- Mobile app: If not using mobile app, provided overview and directed to training resources for future reference
- Complete pairing process
- Not all smartphones and OS are compatible with mobile app or mobile bolus Go to App Guide or web for compatibility. Follow Smartphone Setup
- Review Tandem Mobile App Overview in App Guide
- Alerts and alarms are displayed on mobile app and pump, but pump alerts and alarms must be cleared on pump. Not acknowledging notifications promptly can adversely affect pump battery life
- Troubleshooting mobile app: Refer to App Guide and **tandemdiabetes.com. Use pump for therapy decisions if app is unavailable**

D) My CGM
D) Check box if all items in Section D were covered →

D) CGM Type: ☐ Not using CGM

- If not using CGM, directed to User Guide/resources if used in the future
- Select sensor. Review sensor details: Start session, pairing, session length, startup period, session expiration notifications, how to stop sensor session
- Refer to CGM manufacturer User Guides for CGM details such as contraindications and calibration requirements (if any)
- Interaction with, communication between, and CGM data display on pump and mobile app(s)
- During sensor start up, no CGM readings, CGM alarms/alerts, or Control-IQ are available. Use BG meter as needed and indicated
- Program CGM Alerts
- Out of Range Alert – defaulted to and should remain ON
- CGM graph views and trend arrows
- Review connection tips for pump and CGM

E) Insulin Delivery Settings
E) Check box if all items in Section E were covered →

- Personal Profiles: 6 Personal Profiles with 16-time segments within each profile
- Pump Settings: Quick Bolus, Max Bolus; Basal Limit
- Basal programming: 0.1 u/hr. minimum basal (0.001 increments). Temporary Rates—Programming and functionality
- Stop /Resume insulin delivery

F) Loading Cartridge
F) Check box if all items in Section F were covered →

- Get ready: Gather pump supplies, new infusion set, vial room temperature insulin. Wash hands and use clean technique
- Follow instructions to fill cartridge: Fill syringe with 95-120 units min/300 units max, remove air from cartridge, remove air from syringe, then fill cartridge
  Enter Load menu and follow instructions on screen:
- Change Cartridge: Remove old cartridge and install new filled cartridge. Make sure tubing is disconnected from body, then securely connect tubing to the cartridge. Tighten tubing connector only when disconnected from body
- Fill Tubing: Do NOT fill tubing while pump is connected to the body. Do not connect at site until fill process is completed. Review minimum/maximum tubing fill. Check for air bubbles or leaks in the cartridge and tubing
- Fill Cannula: Insert a new infusion set and connect to filled tubing. Fill cannula
- Site Reminder
- Resume insulin and review fill estimate on home screen
- Do not add or remove insulin after Load sequence

G) Infusion Sets
G) Check box if all items in Section G were covered →

Type/Cannula Length:

- Proper set and site selection. Set insertion including distance from CGM, and site rotation
- Change every 2-3 days as directed by HCP and Instructions for Use
- Check glucose 2 hours after site change. Do not change set at bedtime.
- Always disconnect from site, not tubing connector
- Troubleshooting: cannula, occlusions, adhesive issues, redness, absorption
  "When in doubt, change it out."

H) Delivering Boluses

| H) Check box if all items in Section H were covered → | ☐ |

- 0.05 unit minimum bolus, 25 unit maximum bolus
- Bolus delivery from pump: How to calculate, deliver, override/cancel/stop food, correction, extended and quick boluses. Always verify entries for accuracy and correct decimal point placement
- Mobile bolus: security feature must be enabled. System communication CGM→pump←→mobile app. How to deliver and stop mobile bolus
- Review where past bolus deliveries are displayed
- Consider glucose, IOB and follow HCP recommendations prior to first bolus

I) t:slim X2 Insulin Pump with Control-IQ Technology

| I) Check box if all items in Section I were covered → | ☐ |

- If not using CGM, provided overview and directed to User Guide and important training resources to access prior to using CGM/AID
- Turn Control-IQ technology On/Off with required settings
- Review Control-IQ technology flag and status icons to explain how Control-IQ works using 30 min predicted CGM values to adjust insulin delivery
- Review Control-IQ Alerts
- Activity: Exercise and Sleep programming, use and icons. Setting Sleep schedule is recommended
- Follow all Control-IQ technology safety information including:
- Stop insulin delivery when disconnected from pump
- Caution with manual injections, inhaled insulin while using Control-IQ

J) Pump Reminders, Alerts and Alarms

| J) Check box if all items in Section J were covered → | ☐ |

- Pump and CGM safety notifications alert user about important safety conditions that may require acknowledgement or additional action
- Respond to pump Alarms quickly as insulin delivery has been stopped
- See User Guide for a full list of CGM, pump and AID Reminders, Alerts, and Alarms, how displayed and how to respond

K) Safety Information

| K) Check box if all items in Section K were covered → | ☐ |

- Importance of backup plan from HCP and carrying emergency supplies
- Troubleshooting hypoglycemia/hyperglycemia **–** occlusions, site issues, bent cannulas, air in tubing, loose connections, sickness, ketones, pump settings, HCP guidelines. AID systems do not prevent all low and high BG events. AID can stop insulin delivery, but they do not treat hypoglycemia Treatment of hypoglycemia may need to be adjusted. Discuss with HCP. Check glucose at least 4x daily
- Precautions and Safety Tips: Do not expose pump to X-ray, electromagnetic radiation or MRI, extreme temperatures, airport scanners. Disconnect from pump and contact Customer Technical Support if pump malfunction or damage occurs
- User/caregiver is responsible for reviewing all instructions and indications for use in the User Guide on how to operate, program, manage and care for the System. The User Guide provides important warnings and cautions on proper operation and technical information to ensure patient safety
- Verified that pump settings are correct, and match signed Pump Start Order. Call HCP for questions about glucose, dosing, or pump settings
- Technical Support:
  - Tandem Support: www.tandemdiabetes.com or call 877-801-6901 with technical questions. Contact CGM manufacturer technical support for all CGM issues except loss of connection on pump only

Pump Training Notes/Topics Not Addressed and why: _____

_____

_____

_____ | TOTAL TIME SPENT (Required): _____ (15 min. increments) |

Training Acknowledgement: Training was provided and received per items checked in this document.

Participant Signature		Pump Trainer Signature	
Signature X	Date (Month/Day/Year)	Signature X	Date (Month/Day/Year)

3-5 Day Follow Up | ☐ Follow up documented in Training Task (Tandem internal use only)

☐ Phone ☐ In person/virtual ☐ Email/Text	Follow-Up Topics: Infusion set troubleshooting. Set change, bolus, alarm, or AID questions. Reminders for online resources and support. Importance of backup plan and supplies and follow up with HCP.

Follow Up Notes: _____

_____

_____

Follow Up Training Signature(s) (Note: Trainer signature required; Participant signature required only when done in person)

Participant Signature		Pump Trainer Signature	
Signature X	Date (Month/Day/Year)	Signature X	Date (Month/Day/Year)

Patient's Name:

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