Insulin Pump Training Checklist

For use with t:slim X2™ Insulin Pump with Basal-IQ® Technology and t:slim X2 Insulin Pump with Control-IQ® Technology

TANDEM™ Diabetes Care

Patient Information

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

Training Date	Healthcare Provider (HCP)	☐ New to Pump Therapy ☐ Currently on Pump ☐ Currently on CGM

BG Before Training:	Tandem Insulin Pump: ☐ t:slim X2 pump with Basal-IQ technology ☐ t:slim X2 pump with Control-IQ technology

A) Overview

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

A) Type of Insulin
☐ U100 only Humalog/lispro (48 hrs.) / Novolog/NovoRapid/aspart (72 hrs.)
☐ Other insulin (Contraindications were covered):_____

- Pump Therapy terminology: Basal/Bolus, Insulin to Carb Ratio, Correction Factor, Insulin on Board (IOB), Continuous Glucose Monitoring (CGM), Automated Insulin Dosing (AID)
- Training resources: t:slim X2 Insulin Pump User Guide, App Guide, Quick Reference Guides, t:simulator app, e-learning modules, and online resources
- Pump accessories
- Rechargeable battery: Charge daily, battery life, and battery indicator
- Maintenance: Pump is IPX 7 (watertight, 3 feet for 30 minutes). Review: Cleaning pump. Warranty. Turning pump on. 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, and home "T" icon
- Status, Bolus and Options menus
- My Pump Screen
- Importance of active confirmation screens
- Device Settings:
  - Display Settings
  - Bluetooth/Mobile Connection (if applicable)
  - Set correct Time and Date for accuracy of settings and reports
  - Sound Volume
  - Security PIN (if applicable). Override PIN 314159
- Review Pump Info and History screens

C) My CGM

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

C) Check box if not using CGM – Directed to User Guide/videos if added in the future → ☐

- Connect transmitter and pump. New transmitter ID entered every 90 days
- Start new sensor session (every 10 days) or connect active session to pump. Calibration optional if sensor code entered
- CGM data can display on pump and mobile apps
- During sensor start up, no CGM readings, CGM alarms/alerts, or AID are available. Use BG meter as needed
- Alerts: High/Low, Rise/Fall, End session. CGM alerts are independent of pump alerts and can be customized
- Out of Range Alert – defaulted to ON and should remain ON to optimize the safety and performance of Basal-IQ and Control-IQ features
- Review CGM graph views and trend arrows
- Review connection tips for pump and CGM

D) Insulin Delivery Settings

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

- Personal Profiles: Create, program, edit, duplicate, activate, rename, delete
- 6 Personal Profiles available 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—Program. Start and Stop a Temp Rate. Cannot program a rate higher than Basal Limit
- Stop /Resume insulin delivery. Customized Resume Pump Alarm setting

E) Loading Cartridge

E) Check box if all items in Section E 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 insulin (95-120 units min/300 units max), remove air from cartridge, remove air bubbles 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.** Minimum 10 units/Maximum 30 units. 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.

F) Infusion Sets

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

F) Type/Cannula length:

- Proper set and site selection, set insertion and site rotation
- Change every 2-3 days as directed by HCP
- Do not change set at bedtime. Check BG 2 hours after site change.
- Always disconnect from site, not tubing connector.
- Support: Quick Reference Guides, videos on Tandem website
- Troubleshooting: cannula, occlusions, adhesive issues, redness, absorption
- Review supply reorder process

G) Delivering Boluses

G) Check box if all items in Section G were covered →	☐
G) Check box if not using Quick Bolus – Directed to User Guide/videos if desired for future use →	☐

- 0.05 unit minimum bolus, 25 unit maximum bolus
- Food bolus: units or grams. Review bolus calculator
- Correction bolus: Enter BG value or use CGM value (if available). Correction bolus calculation when Above Target, between 70 mg/dL and Target, or Below 70 mg/dL
- Bolus override

- Extended bolus
- Quick bolus
- Cancel/Stop bolus
- Review past bolus deliveries on pump screen when CGM is active, on app dashboard, status, and history.
- Consider IOB and follow HCP recommendations prior to first pump bolus.

H) t:slim X2 Insulin Pump with Basal-IQ Technology

H) Check box if all items in Section H were covered →	☐
H) Check box if not using CGM. Provided overview and directed to User Guide and important training resources to access prior to using CGM/Basal-IQ technology in the future. →	☐

- Turn Basal-IQ technology On/Off
- Review Suspend and Resume Alerts. Default is Off
- Review Basal-IQ technology functionality and screen icons
- Uses CGM values to predict sensor glucose 30 minutes into future
- Suspends (stops) basal insulin delivery and remainder of any extended bolus if predicted sensor glucose ≤ 80 mg/dL or if actual sensor glucose is ≤ 70 mg/dL

- Insulin is either being delivered at programmed basal rate or suspended.
- Bolus is not available during a Basal-IQ technology suspension. User may manually resume delivery to program a bolus.
- User may manually suspend insulin at any time. Basal delivery will not automatically re-start after a manual suspension.
- Review temporary basal rate functionality with Basal-IQ technology.

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

I) Check box if all items in Section I were covered →	☐
I) Check box if not using CGM. Provided overview and directed to User Guide and important training resources to access prior to using CGM/Control-IQ technology in the future. →	☐

- Turn Control-IQ technology On/Off. Active CGM session and Personal Profile with Carbs On and Control-IQ settings are **required**.
- Uses 30-minute predicted CGM values to adjust insulin delivery. Treatment values are not customizable.
- Review Control-IQ technology flag and status icons to explain how Control-IQ technology works.
- When Control-IQ is active, IOB reflects both bolus and basal insulin delivery.
- Control-IQ Alerts: Low Alert, High Alert, 2 hr. Max Alert
- 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 or inhaled insulin while using Control-IQ.
- Do not turn on Control-IQ technology when pumping saline.
- Do not use Control-IQ technology if taking hydroxyurea.
- For programmed basal rates of ≥3 units per hour: If pump is not receiving CGM readings *for any reason* (e.g. out of range, sensor session startup/end), basal delivery is limited to 3 units/hour. When connected to an active CGM session, Control-IQ technology will start basal delivery at 3 units/hour, then adjust as needed.

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.
- Pump Reminders and Alerts can be customized.

- Disconnect from pump and contact Customer Technical Support if pump malfunction or damage occurs.
- See User Guide for a full list of CGM, pump and AID Reminders, Alerts, and Alarms, how displayed and how to respond.

K) Web Application and Mobile App (where available)

K) Check box if all items in Section K were covered →	☐
K) Check box if not using mobile app. Provided overview and directed to User Guide, App Guide, and additional training resources for future reference. →	☐

- **Create t:connect account** with web application or mobile app. Same log in credentials are used for web application, mobile app and customer portal.
- **Web application:** Upload regularly if not using mobile app
- **Mobile app:** Complete pairing process
- Not all smartphones are compatible with mobile app or mobile bolus. Go to App Guide for smartphone compatibility. Follow Smartphone Setup instructions.
- Review t:connect Mobile App Overview in App Guide
- Always make treatment decisions based on pump screen only, unless using mobile bolus delivery
- Alerts and alarms are displayed on mobile app and pump, but pump alerts and alarms must be cleared on pump

- Troubleshooting mobile app: Refer to App Guide and support.tandemdiabetes.com
- **Mobile Bolus Delivery options** (if available)
- Confirm that pump SW version and phone model and OS are compatible.
- Phone must have security feature enabled to deliver a bolus.
- Review mobile bolus delivery: food, correction (toggle off/on) and override.
- Cancel a bolus from app and on pump.
- Extended bolus can only be initiated from pump, not app.
- With mobile bolus, system communication CGM→pump←→mobile app

Patient's Name:	

L) Safety Information

☐ Importance of backup plan (manual injections) and emergency supplies to carry (insulin, syringe/pen, BG meter) at all times (daily and for travel) discussed with HCP (insulin Rx and instructions).

☐ Troubleshooting hypoglycemia and hyperglycemia – occlusions, site issues, air in tubing, loose connections, sickness, ketones, pump settings, HCP guidelines. Basal-IQ and Control- IQ technology do not prevent all low and high BG events. Predictive technologies can stop insulin delivery, but they do not treat hypoglycemia. Treatment of hypoglycemia may need to be adjusted. Discuss with HCP. Check BG at least 4x daily (if not using CGM)

☐ Precautions and Safety Tips: Do not expose pump to X-ray, electromagnetic radiation or MRI, extreme temperatures, airport scanners.

☐ User 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 BG, dosing, or pump settings.

☐ Technical Support:
- Tandem Support Center support.tandemdiabetes.com or call 877-801-6901 with product technical questions.
- Contact Dexcom dexcom.com/support for all CGM issues except loss of connection on pump only and invalid transmitter ID

Initial Pump Training Notes/Topics Not Addressed: _____

_____

_____

_____

_____

_____

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

Saline Start Signatures (Required if saline start provided, otherwise leave blank)

Participant Signature (I certify that I was provided education on and have a clear understanding of the items checked above.) | | **Insulin Pump Trainer Signature** (I certify that I have completed education of the items checked above and have accurately documented the details of the Training session.) | |

Signature **X**	Date (Month/Day/Year)	Signature **X**	Date (Month/Day/Year)

Insulin Start Signatures

Participant Signature (I certify that I was provided education on and have a clear understanding of the items checked above.) | | **Insulin Pump Trainer Signature** (I certify that I have completed education of the items checked above and have accurately documented the details of the Training session.) | |

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 ☐ Visit ☐ Email/text	Trainer Follow Up (Date/Time):	HCP Follow Up (Date/Time):	☐ Note Sent to Health Care Provider (HCP)

Follow-Up Topics

☐ Infusion Set Troubleshooting/ Changing Cartridge (Required)
☐ Importance of a back-up plan and supplies (Required)
● Addressing alerts and alarms.
● Tips on proper bolus technique

● Reporting software set up, discussed data downloads and therapy reports
● Questions on Basal-IQ or Control-IQ functionality
● Reminders for online education resources, App Guide, supply reorders and product technical support

Follow Up Notes: _____

_____

_____

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

Participant Signature | | **Insulin Pump Trainer Signature** | |

Signature **X**	Date (Month/Day/Year)	Signature **X**	Date (Month/Day/Year)

Patient's Name: