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BOOKMAN®

ELECTRONIC BOOK CARD

**Gahart's
Intravenous
Medications**

USER'S GUIDE

NIM-2072

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Preface

This 1997 edition marks the twenty-fourth year of publication of *Intravenous Medications*.

Annual revisions meet the tremendous need for clear, concise, complete, and accurate information on newly released and existing IV drugs. This has been a huge year for new IV drug approvals by the FDA. Sixteen new drugs are included (two are available only in Canada and the United Kingdom, and one is a new formulation of an old product [warfarin] with a newly approved FDA indication.) In addition, there are many important updates, such as changes in dose, additional disease-specific doses, refinements in dosing applications, new indications, new drug interactions, additional precautions, and new information in antidotes. In some of the monographs, you'll find new, helpful charts for dilution and/or rate of administration. In the Appendix of this User's Guide, you'll find a key to abbreviations. In the "Introduction" section (found under the menu item "Drugs"), the Important

IV Therapy Facts are grouped to help identify the information you want quickly.

Health care today is an intense environment. The speed of change is overwhelming, but the authors and publisher of *Intravenous Medications* have a commitment to provide all health professionals who have the responsibility to administer IV medications with complete, accurate, current information in a clear, concise, accessible, and reliable tool. Each specific drug must be able to be interpreted for a specific patient. All drugs currently approved for intravenous use (with the exception of opaque dyes used in radiology, some general anesthetics used only in OR, and a few rarely used drugs [see Appendix B]) are included. In addition, all information has been thoroughly revised to incorporate the most current documented knowledge available.

Intravenous Medications is designed for use in critical care areas, as the nursing station, in the office, in public

Preface

health and home care settings, and by students and the armed services. Pertinent information can be found in a few seconds. Take advantage of its availability and quickly review every intravenous medication before administration.

The nurse is frequently placed in a variety of difficult situations. While the physician verbally requests or writes an order, the nurse must evaluate it for appropriateness, prepare it, administer it, and observe the effects. Intravenous drugs are instantly absorbed into the bloodstream, hopefully leading to a prompt therapeutic action, but the risk of an inappropriate reaction is a constant threat that can easily become a frightening reality. It will be the nurse who must initiate emergency measures should adverse effects occur. This is an awesome responsibility.

If, after reviewing the information in *Intravenous Medications*, you have any questions about any order you are given, clarify it with the physician, con-

sult with the pharmacist, or consult your supervisor. The circumstances will determine whom you approach first. If the physician thinks it is imperative to carry out an order even though you have unanswered questions or concerns, never hesitate to request that the physician administer the drug, drug combination, or dose himself or herself. In this era of constant change, the physician should be very willing to supply you, your supervisor, and/or the pharmacist with current studies documenting the validity and appropriateness of orders.

All information presented in this product is pertinent only to the intravenous use of the drug and not necessarily to intramuscular, subcutaneous, oral, or other means of administration.

Betsy L. Gahart
Adrienne R. Nazareno

Key Guide

Color Keys

- MORE** (**red**) Expands a word search.
- SPEC** (**green**) Shows the location of the text that you're reading.
- SEARCH** (**yellow**) Goes to the Word Search screen.
- LIST** (**blue**) Lets you add, find, or remove a bookmark.


Function Keys

- BACK** Erases typed letters or backs up to the previous screen.
- CAP** Shifts keys to type capitals or punctuation.
- CARD** Exits the book you're reading.
- CLEAR** Clears all searches and highlights the Drugs menu.
- ENTER** Selects a menu item, starts a word search, or starts the highlight in text.
- HELP** Displays help messages.
- MENU** Highlights the Drugs menu.
- ON/OFF** Turns BOOKMAN on or off.
- SPACE** At the Word Search screen,

types a space.

- ?*** At a menu, shows the full title of the highlighted item. At the text, shows its location (same as **SPEC**).

Direction Keys

-  Moves the cursor, highlight, or text.
- UP** **DN** Pages up or down.
- SPACE** Pages down.

Key Combinations*

- ☆** + **BACK** Goes to the top level of the Drugs menu from a lower level.
- ☆** + **CARD** Transfers a word between books.
- ☆** + **ENTER** From a highlighted item on the Drugs menu, goes directly to the text. At the text, highlights a cross-reference or bookmark.
- ☆** + **DN** At a drug monograph, goes to the next or previous monograph, if any. After a word search, shows the location of the next or previous match.
- or **UP**

**Hold the first key while pressing the other key.*

Key Guide

- ☆ + **Q-P** Types numbers.
- ☆ + ↓ At the Word Search screen, types a hyphen.
- CAP** + ↓ At a menu, goes to the last or first item. At a drug monograph, displays the next or previous section.
- CAP** + At the Word Search screen, types an asterisk to stand for a series characters or spaces in the search word(s).
- ? ***

▶ Understanding the Color Keys

The color keys (red, green, yellow, and blue) perform the functions listed in this Key Guide only for this book card.

Other books have their own color key functions, which are labelled on their cards or on the BOOKMAN keyboard. For more information, read "Using the Color Keys."

Quick Keys*

When you are reading a drug monograph, the Quick keys display these sections:

- (A)** Actions
- (O)** Antidote
- (T)** Compatible With
- (C)** Contraindications
- (S)** Dilution
- (D)** Dose Adjustments
- (L)** Drug/Lab Interactions
- (X)** Incompatible With
- (I)** Indications and Usage
- (N)** Neonatal/Infant Dose
- (P)** Pediatric Dose
- (W)** Precautions
- (R)** Rate of Administration
- (E)** Side Effects
- (U)** Usual Dose

**You can use the Quick keys only when a drug monograph is on screen.*

Introduction

Your new BOOKMAN book card is a powerful, portable electronic reference that you can use anywhere. Simply install it into your BOOKMAN and you're ready to go.

Using this book, you can search for detailed monographs by generic and trade name drugs, by categories of drugs, and even by words appearing in monographs. Cross-references, footnotes, and tables provide additional information.

You can also place your own bookmarks in the text to quickly find the drug monographs and other sections that you use most often, as well as look up the meanings of abbreviations, and transfer words to look them up in other relevant BOOKMAN books.

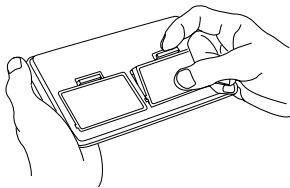
► Using the Instruction Label

This User's Guide is accompanied by a self-adhesive instruction label that can be affixed to the inside top cover of your BOOKMAN for quick reference.

Installing a Book Card

Warning! Never install or remove a book card when your BOOKMAN is turned on. If you do, information that you entered in its built-in book and in any installed book cards will be erased.

- 1. Turn your BOOKMAN off.**
- 2. Turn your BOOKMAN over.**
- 3. Align the book card tabs with the notches in a card slot.**



- 4. Press the book card until it snaps into place.**

► Removing a Book Card

Caution: When you remove a book card that does not have a built-in battery of its own, information that you entered in that book card may be erased.

Selecting a Book

If one or more book cards are installed in your BOOKMAN, you can select which book you want to use.

1. Turn your BOOKMAN on.

2. Press **CARD.**



3. Press **← or **→** to select the book you want to use.**



4. Press **ENTER to use it.**

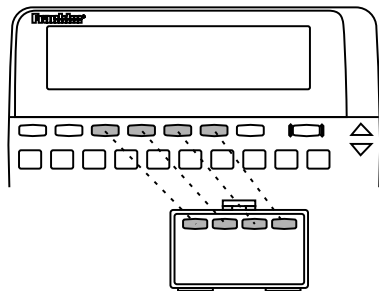
▶ Resuming Where You Left Off

When using this book card, you can turn off your BOOKMAN at any time. When you turn on your BOOKMAN again, the screen that you last viewed normally appears.

Using the Color Keys

The red, green, yellow, and blue keys on your BOOKMAN change their functions according to which book you are using.

When you are using its built-in book, the color keys function as labelled on the BOOKMAN keyboard. When you are using an installed book card, the color keys function as labelled on that book card.



Remember, the color keys for book cards function as labelled on their cards, not necessarily as labelled on the BOOKMAN keyboard.

Viewing a Demonstration

Before you use this book, you may want to see a brief demonstration. First, be certain that the book card is installed and selected. Then follow these steps.

1. Press **CLEAR**.
2. Use the arrow keys to highlight the Setup menu.
3. Use **↓** to highlight *View Demo*.
4. Press **ENTER**.
5. To stop the demo, press **CLEAR**.

► Help is Always at Hand

You can view a help message at virtually any screen by pressing **HELP**. To exit help, press **BACK**.

To read a tutorial about this book, highlight *Tutorial* on the Setup menu and then press **ENTER**.

► Follow the Arrows

The flashing arrows at the right of the screen show which arrow keys you can press to scroll through menus or view more text.

Changing the Settings

Using the Setup menu, you can adjust the type size, shutoff time, and screen contrast.

The shutoff time determines how long your BOOKMAN stays on if you forget to turn it off.

1. Press **MENU**.
2. Use the arrow keys to highlight *Set Type Size, Set Shutoff, or Set Contrast* on the Setup menu.
3. Press **ENTER**.



4. Use **↑** or **↓** to select a new setting.
Or press **BACK** to leave the setting unchanged.
5. Press **ENTER** to save the setting.

Looking up Drugs

You can find drug monographs by selecting drugs from the Drugs menu.

The Drugs menu lists generic and trade drug names, as well as Important IV Therapy Facts and other introductory material, relevant publications, and the appendices.

1. Press **(CLEAR)**.
2. Type a drug name. For example, type *Polycillin N*.



You do not need to type capitals.

To undo a typed letter, press **(BACK)**.

To scroll up and down, use **↑** or **↓**.

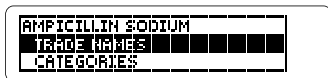
To type a number, hold **(☆)** and press a numbered key.

To go to the appendixes or introduction, hold **(CAP)** and press **↓** or **↑**.

To go directly to the text from a highlighted drug, hold **(☆)** and press **(ENTER)**.

3. When the drug is highlighted, press **(ENTER)**.

Looking up Drugs



If you selected a trade name, its generic name appears.

4. Highlight a section by scrolling to its title or by typing its first few letters. For example, highlight *Usual Dose*.
5. Press **(ENTER)**.



To learn how to read drug monographs, read "Reading Drug Monographs."

6. Press **(CLEAR)** when finished.

▶ Canadian Drug Names

On the Drugs menu, a drug name preceded by a maple leaf icon indicates a trade name available in Canada only.

Finding Drugs by Category

You can also find drug monographs by using the Categories menu. The Categories menu lists drugs by class.

1. Press **(CLEAR)**.
2. Press **↔** to highlight the **Categories** menu.
3. Start typing a category. For example, type *inotropic agents*.



You do not need to type capitals. To undo a letter, press **(BACK)**.

4. When the category is highlighted, press **(ENTER)**.
Or scroll to another category and then press **(ENTER)**.
5. Highlight a drug by typing its name or by scrolling to it. For example, highlight *digoxin injection*.
6. Press **(ENTER)**.



Finding Drugs by Category

7. To see the next or previous monograph in the category, hold **(☆)** and use **DN** or **UP**.
8. To see the list of drugs in the category, press **(BACK)**.
9. Press **(CLEAR)** when finished.

► Viewing Your Location

When you are reading a drug monograph or other text, you can see the current monograph (or chapter) and section titles by pressing **(SPEC)** or **(?)**. To return to the monograph or text, press **(BACK)**.

► Using NEXT and PREV

When you find a drug monograph using the Drugs menu, holding **(☆)** and pressing **UP** or **DN** displays the monograph of the next or previous drug listed on the Drugs menu.

When you find a monograph using the Categories menu, **(☆)** plus **UP** or **DN** displays the next or previous monograph within the selected category only.

Reading Drug Monographs

Once you have found a drug monograph, there are many ways to read it.

1. Find a drug monograph.

To learn how, read “Using the Drugs Menu,” “Using the Categories Menu,” or “Searching for Words.”



UROKINASE
TRADE NAMES
Abbokinase

This is the start of the monograph for Urokinase.

2. Use the Direction keys:

To...	Press...
scroll line by line	↓ or ↑
scroll page by page	DN or UP
page down	SPACE
go to the next or previous section	CAP + ↓ or ↑

3. Use the Quick keys:

To go to this section...	Press...
Actions	A
Antidote	O
Compatible With	T

Reading Drug Monographs

Contraindications	C
Dilution	S
Dose Adjustments	D
Drug/Lab Interactions	L
Incompatible With	X
Indications and Usage	I
Neonatal/Infant Dose	N
Pediatric Dose	P
Precautions	W
Rate of Administration	R
Side Effects	E
Usual Dose	U

4. To see your current location in the monograph, press **SPEC** (green) or **?***.



OUTLINE LOCATION: _____
UROKINASE
0011110001

- Press **BACK** to return to the monograph.
- To go to the next or previous monograph, hold **☆** and press DN or UP.

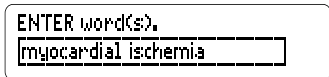
Searching for Words

Another way to find drug monographs is by entering drug names or other words at the Word Search screen.

1. Press **SEARCH** (yellow).

The Word Search screen appears.

2. Type your search word(s). For example, type *myocardial ischemia*.



You do not need to type capitals.

To type a space, press **SPACE**.

To type a hyphen, hold **☆** and press **↓**.

To erase a letter, press **BACK**.

To move the cursor, press **←** or **→**.

3. Press **ENTER** to search.



This is the location of the first occurrence, or match, of your search

Searching for Words

word(s).

4. Press **ENTER** to see the first match.



5. Hold **☆** and use **DN** or **UP** to see the locations of the next or previous matches.

6. Press **ENTER** to see a match.

7. Press **MENU** to see the monographs with matches listed on the Drugs menu.





After a word search, only those monographs and sections with matches are listed on the Drugs menu.

8. To view a match, select a drug and then a section.



9. To clear your search and return to the Word Search screen, press **SEARCH**.

Searching for Words

► If You Misspell a Search Word


If you enter a misspelled word at the Word Search screen, a list of corrections appears. Use  to highlight a one and then press  to search for it.

► Searching for Parts of Words

If you cannot remember the prefix, suffix, or other part of a word, type an asterisk in place of the missing letters. (To type an asterisk, hold  and press .) For example, enter *hypo** at the Word Search screen.



A screenshot of a word search interface. At the top, it says "MATCHES FOR HYPO". Below that, there are three rows of text: "HYPO", "HYPO", and "HYPOADRENALISM". The word "HYPOADRENALISM" is highlighted with a black background and white text.

Then highlight a match and press  to search for it.

► Words Too Common to Search for

Some common words and medical terms, such as *the* and *physician*, would yield too many matches, so you cannot search for them.


Highlighting Search Words

You can also search for a word by highlighting it in a drug monograph or other text.

1. When a monograph or other text is on screen, press .



A screenshot of a drug monograph. The text reads: "a): **10,000** give a bolus dose of **heparin** 2,500 to 10,000 units IV. Consider". The word "heparin" is highlighted with a black background and white text.

Notice the highlight. You can turn off the highlight by pressing .

2. Use the arrow keys to highlight another word.



A screenshot of a drug monograph. The text reads: "a): Initially give a bolus dose of **heparin** 2,500 to 10,000 units IV. Consider". The word "heparin" is highlighted with a black background and white text.

3. Press to search for it.

4. Press again to see the first match.

5. Hold and use DN to see the locations of the next matches.

6. Press to view the matches on the Drugs menu.

7. Press when finished.

Expanding Your Searches

After you have entered a word search, you can expand your search to find additional matches.

Some word searches can be expanded up to three times. To learn more, read “Understanding Word Searches and Expansions.”

1. Press **SEARCH** (yellow).
2. Type a word and press **ENTER**.
For example, enter *iv*.



3. Press **MORE** (red) to expand the search.



4. Hold **☆** and use DN to see the locations of the next matches.
5. Press **MENU** to view the matches listed on the Drugs menus.
6. Press **CLEAR** when finished.

Expanding Your Searches

► Understanding Word Searches and Expansions

When you search for a word, either by entering it at the Word Search screen or by highlighting it in text, titles and headings (in bold type) are searched first for exact matches. If no exact matches are found in titles or headings, then the text is searched for exact matches.

If no exact matches are found, then the titles and headings are searched for inexact matches, such as inflections and synonyms. If no inexact matches are found in the titles and headings, then the text is searched.

A word search stops as soon as matches are found at a level described above. Pressing **MORE** (red) expands the search to the next level and finds additional matches, if any.

The number of matches found at a given search level may be less than at the previous level.

Reading Cross-references, Footnotes, and Tables

Throughout this book, cross-references (indicated by **XREF**'s) and footnotes (indicated by **FOOT**'s) appear.

Cross-references take you directly to related material, such as tables. Footnotes contain explanatory or qualifying information

1. When you see a **XREF** or **FOOT** in the text, hold **☆** and press **ENTER** to highlight it.

lytion at 15 ml/hr. Follow with heparin therapy, see Precautions/Monitoring.

If more than one **XREF** or **FOOT** appears on the screen, continue holding **☆** and pressing **ENTER** until the **XREF** or **FOOT** that you want is highlighted.

2. Press **ENTER**.

Monitor
• Establish a separate IV line for urokinase.

This is a sample cross-reference.

3. Press **BACK** to go back to the highlighted icon.

Reading Cross-references, Footnotes, and Tables

4. Press **BACK** again to turn off the highlight.

► Looking up Abbreviations

Here is a quick way to find the meaning of abbreviations (except single letters) when you are reading a drug monograph or other text.

First, press **ENTER** to start the highlight, and then use the arrow keys to highlight the abbreviation.

• Obtain baseline **WBC** and platelet count prior to use and monitor during

Next, press **ENTER** to see its meaning. To return to the text and turn off the highlight, press **BACK** twice.

Note: The meanings of all the abbreviations appear in the Appendix of this User's Guide.


► Understanding the Tables

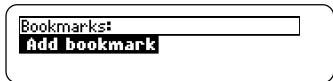
The tables in this book are presented as bulleted text, not as tabular rows and columns, at the end of the appropriate monograph section.

Using Bookmarks


Adding a Bookmark

You can place up to ten bookmarks in the text of this book.

1. **When a monograph or other section is on the screen, press  (blue).**






2. **Press  to select *Add bookmark*.**

Notice that a bookmark icon, , has been added to the text.






Finding a Bookmark

Once you have added bookmarks, you can easily find them.

1. **Press  (blue).**
2. **Use  to highlight a bookmark.**
Bookmarks are listed by their monograph or chapter titles in the order that you added them (i.e., by recency).
3. **Press  to see the bookmarked text.**

Using Bookmarks

Removing a Bookmark

1. **Find a  in the text.**
To learn how, read “Finding a Bookmark.”
2. **Press  (blue).**
3. **To see the full title of a bookmark, press .**
4. **Press  to select *Remove bookmark*.**
Or press  to exit without removing the bookmark.

▶ Removing All Your Bookmarks

You can remove all your bookmarks at once by resetting your BOOKMAN when this book card is installed. To learn how, read “Resetting Your BOOKMAN” in the User’s Guide that came with your BOOKMAN unit.

Warning! Resetting your BOOKMAN may erase other information that you have entered in the built-in book as well as in any other installed book cards.

Transferring Words Between Books

This book can transfer words between certain other BOOKMAN books.

Transferring words is useful, for example, if you want to look up words in other nursing books.

To transfer words to and from this book, this book card must be installed in your BOOKMAN. In addition, the other installed book card(s) and/or its built-in book must be able to send or receive words. To learn if a book can send or receive words, read its User's Guide.

1. Highlight a word in this book.

To highlight a word in the text, press **ENTER** and then press the arrow keys. (Read "Highlighting Search Words.")

2. Hold **☆** and press **CARD**.

3. Highlight the icon of another book.

4. Press **ENTER**.

The word that you highlighted appears in the other book.

5. If needed, press **ENTER** to look up the word in the other book.

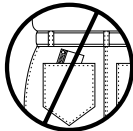
Book Card Care

- **Do not touch the metal contacts on the book cards.**

Caution: Touching these electrical contacts with statically charged objects, including your fingers, could erase information entered in a book card or built-in book.



- **Do not put excessive pressure on the book cards.**



- **Do not expose the book cards to heat, cold, or liquids.**



Gahart's Intravenous Medications Model NIM-2072

Size: 5.9 x 4.2 x 0.6 cm

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U.S. Patents 4,490,811; 4,830,618;
5,113,340; 5,218,536; 5,229,936;
5,396,606.

German Pats. M9409743.7 and
M9409744.5. Euro. Patent 0136 379. Pat-
ents Pending.

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This unit may change operating modes due to elec-
trostatic discharge. Normal operation of this unit
can be re-established by pressing the reset key,
(ON/OFF), or by removing or replacing batteries.

<: less than

>: more than

1/2 NS: one-half normal saline (0.45%)

ACE: angiotensin converting enzyme

ACT: activated coagulation time

AIDS: acquired immune deficiency syndrome

ALT: (SGPT) alanine aminotransferase

aPTT: activated partial thromboplastin time

AST: (SGOT) aspartate aminotransferase

BP: blood pressure

BUN: blood urea nitrogen

C: celsius; centigrade

Ca: calcium

CBC: complete blood count

CHF: congestive heart failure

Cl: chloride

CNS: central nervous system

Co₂: carbon dioxide

CPK: Creatine-kinase

CrCl: creatinine clearance

CSF: cerebrospinal fluid

C/S: culture and sensitivity

CVP: central venous pressure

D10/NS: 10% dextrose in normal saline

D10W: 10% dextrose in water

D5/0.2S: 5% dextrose in 0.2 saline

D5/1/2NS: 5% dextrose in one-half normal sa-
line (0.45%)

D5/LR: 5% dextrose in lactated Ringer's solution

D5/NS: 5% dextrose in normal saline

Appendix: Key to Abbreviations

D5/R: 5% dextrose in Ringer's solution
D5W: 5% dextrose in water
dL: deciliter(s)(100 ml)
DNA: deoxyribonucleic acid
ECG: electrocardiogram
EEG: electroencephalogram
F: fahrenheit
GI: gastrointestinal
gm: gram(s)
gr: grain(s)
gtt: drop(s)
GU: genitourinary
Hb: hemoglobin
Hct: hematocrit
Hg: mercury
HIV: human immunodeficiency virus
hr: hour
HR: heart rate.
IgA: immune globulin A
IM: intramuscular
IU: international unit(s)
IV: intravenously
K: potassium
KCL: potassium chloride
kg: kilogram(s)
L: liter(s)
lb: pound(s)
LDH: lactic dehydrogenase
LR: lactated Ringer's injection or solution

Appendix: Key to Abbreviations

M: molar
M²: meter squared
MAO: monoamine oxidase
mcg: microgram(s)
mCi: millicurie(s)
mEq: milliequivalent
Mg: magnesium
mg: milligram(s).
MI: myocardial infarction
min: minute
ml: milliliter
mmol: millimole(s)
Na: sodium
NaCl: sodium chloride
ng: nanogram (millimicrogram)
NS: normal saline (0.9%)
NSAID: nonsteroidal antiinflammatory drug
NSR: normal sinus rhythm
Pao₂: arterial oxygen pressure
PCA: patient controlled analgesia
pH: hydrogen ion concentration
PSVT: paroxysmal supraventricular tachycardia
PT: prothrombin time
PTT: partial thromboplastin time
R: Ringer's injection or solution
RBC: red blood cell or count
RNA: ribonucleic acid
SC: subcutaneous
S/S: signs and symptoms

SW: sterile water for injection
TT: thrombin time
VF: ventricular fibrillation
VT: ventricular tachycardia
WBC: white blood cell or count
WBCT: whole blood clotting time

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