

# GEM Premier 4000

## Cartridge Removal/Replacement

Once a cartridge has been removed the analyser, it is unable to be reloaded onto the analyser. Cartridge rejection from the analyser will occur where: shelf expiry is exceeded prior to insertion, test usage or onboard expiry is expended, cartridge failure, or prolonged power loss, etc. In these cases, a message will appear on the screen and the cartridge door may open depending on the issue.

If loading a **NEW** cartridge, the analyser will be disabled for patient testing until the CVP is run. **ONLY** operators trained to run CVP should perform this procedure. If unsure **Contact your local Super user**

### Manually Removing a Cartridge Prior to Completion

❖ **NOTE:** Only Super users are allowed to perform this task.

1. From the drop down Menu, select **Actions>Remove Cartridge** (image 1). When prompted scan or enter your Operator ID. The system will show a precaution warning screen saying: *'You will not be able to reuse this cartridge'*. To continue with cartridge removal, select **Yes** (image 2) and follow the steps below for **Removing a Used/Expired Cartridge**.



### Removing a Used/Expired Cartridge (Common Process)

1. The cartridge door will click open slightly. Open the door to the left all the way out, slide out the cartridge and dispose of it in a biohazard receptacle.
2. When you have removed the cartridge, the GEM 4000 will display *'insert a cartridge and close cartridge door'*.
3. Log any cartridge issue(s) on the Issues Log sheet in the PoCT manual under Forms tab.

### Loading a New Cartridge

1. Select a new cartridge with the shortest expiry date from your stock. Remove cartridge from packaging and foil bag from the cartridge.  
*The cartridge must be stored and kept at room temperature (15° to 25°C).  
The expiry date printed on the cartridge box is the last date for which that cartridge can be loaded on a GEM 4000. The onboard usage expiry isn't affected by the printed packaging expiry.*
2. Remove the clear plastic cover from the back of the cartridge.  
*After removing all packaging, insert the cartridge promptly.*
3. Align the cartridge with the sampling area facing forward. Open the door all the way out. Insert the cartridge. Close the door until it's locked in place. As the door closes, locking bolts will pull the cartridge into its final position. The door should close without excessive force. Otherwise, it may indicate that the cartridge may need to be realigned and the door opened fully on insertion.

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4. After a few seconds, the analyser will initiate the Cartridge Warming Up phase. This is displayed on the screen. *Allow a minimum of **40 minutes** for the cartridge to warm up.*
5. After warm up, the analyser will prompt that **CVP testing is due**. Follow the instructions for running CVP which are located in your PoCT manual

For more tips and videos on how to replace a cartridge or run CVP go to  
<http://www.pathology.health.nsw.gov.au/our-networks/point-of-care-testing/resources>