

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICY MANUAL**

CODE CART MANAGEMENT

Effective Date: 10/2006	Policy No: PC02
Cross Referenced:	Origin: Patient Care Services
Reviewed Date: 09/2009; 07/2012	Authority: Chief Nurse Executive
Revised Date: 11/08; 09/09; 07/12; 6/2015	Page: 1 of 4

SCOPE

All departments within Hackettstown Regional Medical Center (HRMC) that house code carts.

PURPOSE

To outline the responsibilities and the process for ensuring the immediate centralized availability of medical supplies and medications for emergent use.

POLICY

- I. The Director/Manager of departments housing crash carts is responsible for ensuring daily completion of all tasks as outlined under 'Procedure, I. Daily Inspection, A. – B.'
- II. At the close of each month, the Director/Manager of departments housing crash carts is responsible for ensuring all completed original Code Cart Inspection Records are forwarded to the Quality & Patient Safety Department where they will be retained for at least 36 months.
- III. Pediatric [Broselow] and Neonatal code carts will be maintained by and in the departments in which they are housed. All adult code carts will be managed through the process of exchange as outlined under 'Procedure, II. and III.'
- IV. The Critical Care Committee is the point of contact for any requested code cart modifications. Requests will be considered and voted upon by the Critical Care Committee and acted upon based on current clinical evidence and process efficiency. Items are not to be added to or removed from the code cart without approval of the Critical Care Committee.
- V. The Pharmacy Department has exclusive authority over placement of Red Locks to signify the code carts are fully and appropriately stocked. The Education Manager receives case-specific authorization, through the Pharmacy Department, to replace the Red Lock when the code cart is opened for education.
- VI. The list of code cart contents is present on each cart. The Materials Management Department is responsible for modifying the list of supplies when changes are made by the Code Committee. The Pharmacy Department is responsible for modifying the list of medications when changes are made either by the Code Committee and/or upon any change to ACLS protocol.
- VII. Code Cart Locations, Quantity, and Type:

ADULT		PEDIATRIC – Broselow Carts
Cancer Center (1)	3 North (1)	Emergency Department (1)
Cardiac Rehab (1)	3 South (1)	3 South (1)
Cardiology (1)	OR (1)	PACU (1)
Vascular Lab (1)	PACU (1)	
Diagnostic Imaging (1)	PCU (1)	
Emergency Department (2)	Same Day Surgery (1)	NEWBORN
ICU (2)	Wound Healing Ctr (1)	Nursery (1) Neonatal Cart
Infusion Center (1)	OB (1)	
Minor Procedures (1)	<i>Replacements (2 in designated storage area)</i>	

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PROCEDURE

I. Daily Inspection

Initial and complete the Code Cart Inspection Record next to the present date to indicate that you have done the following:

A. Cardiac Monitor / Defibrillator:

1. Check the monitor display, both plugged in and unplugged, to assure that an isoelectric line appears on the display.
2. Check defibrillator, both plugged in and unplugged, following posted manufacturer recommendations.
3. Indicate completion of each defibrillator check on the Code Cart Inspection Record.
4. Check the clarity of the printout generated by the defibrillator check.
5. Check for presence of printer paper.

B. Code Cart Integrity:

1. Expiration Dates

- a) Medications – Check the date of the first medication to expire as documented by the Pharmacy Department on the card on the top of the code cart. *If the expiration date is within the current month, notify your Director/Manager and **at the earliest convenience** you should follow Procedure- Section III.Exchange Due to Expiring Medications or Supplies.*
- b) Supplies – Check the date of the first supply to expire as documented by the Materials Management Department on the card on the top of the code cart. *If the expiration date is within the current month, notify your Director/Manager and **at the earliest convenience** you should follow Procedure - Section III. Exchange Due to Expiring Medications or Supplies.*

2. Additional Checks:

- a) Red Lock has most recently documented number on it and is securing code cart drawers shut.
- b) Top of Cart:
 - ECG patches - ***If the package is open, they must be in a sealed plastic bag labeled with a valid, new expiration date (45 days from date the original package was opened).***
 - Quick combo pads are available in appropriate size and integrity intact.
 - Extra paper
 - Orange defibrillator pads are present and integrity intact.
 - Suction gauge
- c) Cardiac board is present on back of cart
- d) Ambubag is present on outside of cart
- e) Full oxygen tank is in holder. Gauge must read at least 1000 psi.
- f) Cables, cords, and structural housing are absent of defects
- g) Documents are present in red binder – code summary sheets, content list, and algorithms
- h) Cart is free of dust and debris

C. Checking of Replacement Code Carts

1. The Pharmacy Department will initial the Code Cart Inspection Record next to the present date to indicate completion of the following:

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- a) Medications – Check the date of the first medication to expire as documented by the Pharmacy Department on the card on the top of the code cart. If the expiration date of the item listed is within the current or following month, facilitate replacement and apply new Red Lock. Note action under ‘*Comments*’ on Code Cart Inspection Record.
 - b) Red Lock has most recently documented number on it and is securing code cart drawers shut.
 - c) Cardiac board is present on back of cart
 - d) Full oxygen tank is in holder. Gauge must read at least 1000 psi.
 - e) Cart is free of dust and debris.
 - f) Supplies – Check the date of the first supply to expire as documented by the Materials Management Department on the card on the top of the code cart.
 - g) If the expiration date is within the current or following month, apply a Black Lock and call Materials Management Department (extension 6942) and provide the following information:
 - The # on the code cart with the expiring supply;
 - The location of this code cart – designated storage area;
 - Caller’s name and department.
2. The Materials Management Department will do the following:
- a) Replenish the supply and list the expiration date of the first supply due to expire by completing the reference card on the top of the code cart.
 - b) Seal the code cart with a new Green Lock [top drawer of cart]
 - c) Call Pharmacy Department (extension 6915) and provide the following information:
 - The # on the code cart which needs to be Red Locked;
 - The location of this code cart – designated storage area;
 - Caller’s name and department.
- D. Respiratory boxes are located: 2 in the ED and 2 in the ICU. They are checked daily by nursing and maintained by Materials. After use or upon expiration of an item, the Administrative Supervisor is to be notified for an exchange.

II. Exchange Following Code Cart Use:

- A. The Administrative Supervisor will do the following:
1. Bring the replacement cart to the appropriate unit.
 2. Transfer all items from the top of the used cart to the replacement cart.
 3. Enter and initial the new cart number and lock number, with a comment, on the Code Cart Inspection Record of the fully stocked replacement cart now on the unit/department.
 4. Seal the used code cart with a Black Lock [top drawer of cart].
 5. Take the used code cart to the designated storage area.

Note: If the code cart was taken into a room of an isolated patient:

- The entire exterior of the code cart must be wiped down using PDI wipes prior to moving it to the designated storage area.
- Advise Pharmacy and Materials Management Departments that the cart was taken into a room of an isolated patient. [The Pharmacy and Materials Management department will wipe the interior of the cart and any items in non-porous packages. Other items that cannot be cleaned will be disposed of according to current policy and procedure.]

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6. Call Materials Management Department (extension 6942) and provide the following information:

- The # on the code cart which was used in the code;
- The location of this code cart – designated storage area;
- Caller’s name and department.

B. The Materials Management Department will do the following:

1. Replenish the supplies stored inside of the code cart.
2. List the expiration date of the first supply due to expire by completing the reference card on the top of the code cart.
3. Seal the code cart with a new Green Lock [top drawer of cart].
4. Call Pharmacy Department (extension 6915) and provide the following information:
 - The # on the code cart which was used in the code;
 - The location of this code cart – designated storage area;
 - Caller’s name and department.

C. The Pharmacy Department will do the following:

1. Replenish the medications.
2. List the expiration date of the first medication due to expire by completing the reference card on the top of the code cart.
3. Seal the code cart drawers shut with placement of a new, numbered Red Lock.
4. Enter and initial the new cart number and lock number, with a comment, on the Code Cart Inspection Record.

III. Exchange Due to Expiring Medications or Supplies (*NOTE: All exchanging of out-date meds and supplies occurs in the designated storage area, and **not** on the nursing unit).*

A. The Director/Manager of the unit, or designee, will do the following:

1. Bring the replacement cart to the appropriate unit.
2. Transfer all items from the top of the used cart (defibrillator / monitor, red binder, and current Code Cart Inspection Record) to the replacement cart.
3. Enter and initial the new cart number and lock number, with a comment, on the Code Cart Inspection Record of the fully stocked replacement cart now on the unit/department.
4. Seal the used code cart with a Black Lock [top drawer of cart].
5. Take the code cart with expiring medication or supply to the designated storage area.
6. Call the appropriate department [Materials Management Department (extension 6942) or Pharmacy Department (extension 6915) and provide the following information:
 - The # on the code cart which has expiring supply and/or medication;
 - The location of this code cart – designated storage area;
 - Caller’s name and department.

B. The Materials Management and/or the Pharmacy Department will complete steps outlined in ‘Procedure II. B and C.’ Both departments will be responsible for coordination of any additional communication which may be needed to establish code cart readiness.