Code Cart Checking Procedure

Purpose

To assure code carts are functional and fully stocked at all times.

Audience

Respiratory Care Services personnel and other health care professional using code carts.

Procedure

Step	Action
1	Stations will be checked and documented daily and when opened for patient care by trained personnel (Respiratory Care Services support staff, therapists, nurses, and trained allied health personnel).
2	Code Carts located in all patient care areas open 24 hours will be checked by the RCP responsible for that area before 10:00 a.m. daily.
3	Code Carts in areas that are closed during weekends and after 5 p.m. will be checked by the Respiratory Care Assistant before 10:00 a.m. daily during the week. The therapist assigned to the Trauma Center will check the second floor X-ray carts
4	A red clipboard will identify each station or zone of coverage with the daily checklist attached. This document will remain at the zone at all times.
5	Each time the cart is opened, the event shall be documented on the back of the cart checklist to include date, time, old lock number, new lock number, reason for opening, and signature.
6	Personnel checking code carts will be responsible for replacing any missing items on the cart.
7	The Code Cart seal must be intact at all times. The Supervisor must be notified immediately for any broken or damaged seal to check for any internal missing items. A careful check of the drugs in the first drawer is essential.
8	A Supervisor or Respiratory Care Practitioner is responsible for restocking code cart supplies after each patient code.
9	Code Cart Checklists must be retained for one year.

Continued next page

Procedure Continued

Step	Action
10	Check the strip EKG recording paper in the defibrillator. If a red strip appears along the edge indicating low paper, the paper is to be replaced.
11	The defibrillator on the cart must remain charged at all times. Check that the battery ready light is on. • Check defibrillator both plugged in and unplugged. • Not on - check for unplugged station. • If plugged in - contact Supervisor. • The Supervisor will contact the appropriate BMET service.
12	Make sure that suction machine is working properly and the charge light is on
13	Each Crash Cart must have one (1) full oxygen E-cylinder. If PSI is less than 1300, Change the tank.
14	A backboard must be attached on the side of each Crash Cart at all times.
15	A clipboard must remain on the Crash Cart at all time and should have on it: 5 Resuscitation Sheets (adult and pediatric) 1 copy of the Code Cart Policy and Procedures 1 copy of cart contents

Attachments

RCS Code Cart Checklist