

UTMB RESPIRATORY CARE SERVICES PROCEDURE - Code Cart Checking Procedure	Policy 7.4.2 Page 1 of 1
Code Cart Checking Procedure Formulated: 11/91	Effective: 11/04/94 Revised: 03/29/2017 Reviewed: 08/21/2023

Code Cart Checking Procedure

Purpose	To assure code carts are functional and fully stocked at all times.
Audience	Respiratory Care Service Personnel responsible for checking code carts in designated areas.
Procedure	

Step	Action
1	Code Cart checks will be performed and documented daily using the Code Cart Checklist. Exceptions are noted on the checklist for carts located in areas that are intermittently closed to patient care (i.e. dialysis and/or clinics on weekends and holidays). They will be checked daily and when opened for patient care.
2	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.
3	Personnel checking code carts will notify Respiratory Care Services (RCS) if equipment is malfunctioning, the lock is broken, supplies are missing, or supplies are expiring/expired.
4	The Code Cart lock must be intact at all times. Respiratory Care Services must be notified immediately for any broken or damaged locks to check for any missing items.
5	Respiratory Care Services is responsible for restocking code cart supplies after each patient code.
6	Code Cart Checklists must be submitted to the unit/department manager (or designee) at the end of each month and retained for one year.