GREENVILLE HOSPITAL SYSTEM NURSING STAFF POLICY & PROCEDURE

EMERGENCY CART AND DEFIBRILLATOR, ROUTINE OPERATIONAL AND EQUIPMENT CHECKS OF

POLICY:

Operational and equipment checks of the emergency cart are performed by licensed personnel and documented appropriately.

PERSONNEL:

Licensed personnel (i.e., Registered Nurses, Licensed Practical Nurses, Respiratory Therapists, Radiology Technicians).

I. EMERGENCY CART OPERATIONAL AND EQUIPMENT CHECKS:

A. Emergency carts on most areas will be supplied and restocked by Material Services. Exceptions are specialized units such as the Neonatal Intensive Care Unit, the Operating Rooms, certain Pediatric units and Emergency departments. The drug tray may be added by pharmacy or by nursing, depending on the facility.

B. The exterior parts of a locked emergency cart will be checked and documented daily to assure readiness for an emergency situation. This daily check will include: defibrillator operational check (see section III), oxygen cylinder, portable suction machine, number on the lock, and other items listed on the Emergency Cart Checklist.

C. A full contents check of the emergency cart contents, according to an inventory sheet, will be done:

   • Upon delivery of a new or replacement cart from Material Services.
   • Monthly, during the first seven days of each month, for all units, during normal operating hours.
   • After each use if the cart is restocked by the area/department.

D. The emergency cart may be unlocked for education and training. However, the lock must be replaced and documentation completed on the cart checklist.

II. PROCEDURE

A. The contents of each drawer of the emergency cart should match the inventory list, including the specified quantity of each item. If there is any discrepancy, it should be corrected immediately.
B. The pharmacy drug tray must be checked for integrity of the wrap over the tray and the expiration date.
C. All items should be checked for integrity of packaging.
D. All intravenous fluids and packages of monitoring electrodes and defibrillation self-adhesive pads must be checked for expiration dates.
E. Any item whose expiration date falls within the month of the contents check must be replaced.
F. The laryngoscope must be checked with all stocked blades to assure proper operation.

III. OPERATIONAL CHECKS OF THE DEFIBRILLATOR:

A. A Registered Nurse or other designated trained clinical personnel shall perform operational checks of the defibrillator.
B. Operational checks will be performed on a daily basis on all Nursing units/areas or per manufacturer recommendations.

IV. DOCUMENTATION:
Operational and equipment checks of the emergency cart and defibrillator are documented on the Emergency Cart Checklist.

REFERENCE:

REVISION AUTHOR:
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GHS Code Stat Committee, September, 2008
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APPROVAL SIGNATURE APPEARS ON THE ORIGINAL DOCUMENT THAT IS ON FILE IN THE OFFICE OF THE CHIEF NURSING OFFICER FOR:

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