

Code Cart Checklist (ICU/Code Team)

Unit:

Month/Year:

DAY	DAY SHIFT 7am - 7pm			NIGHT SHIFT 7pm - 7am			Comments
	TIME	LOCK #	SIGNATURE	TIME	LOCK #	SIGNATURE	
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**Signature indicates checked according to MAS 95-1 Policy (See reverse of this form for checks guidelines)*

- Week 1** Airway equipment/cart checked: Date/initials: _____
 Week 4 Airway equipment/cart checked: Date/initials: _____
 Week 2 Airway equipment/cart checked: Date/initials: _____
 Week 5 Airway equipment/cart checked: Date/initials: _____
 Week 3 Airway equipment/cart checked: Date/initials: _____

Guidelines for Code Cart Checks

1. Code Carts are the responsibility of the Patient Care Unit/Clinical staff to maintain and restock following use.
2. By signing the day shift or night shift column on the checklist, you are attesting that all items under the twice daily or weekly code cart checks have been addressed.
3. If a cart is opened or found unsecured, cart contents must be completely inventoried and any missing items replaced before relocking cart. Document the lock number on Code Cart Check List – NIH-1355-1 with a comment about reason for lock change.
4. Carts are checked twice daily (each shift) for Code Team and ICU carts.
5. Code Team Cart Only: A fully stocked cart will be delivered from CHS with each Code Blue event. This cart must be opened and completely inventoried prior to use. The used cart will be returned to CHS for restocking.
6. Every time a new defibrillator is accepted from CHS, ensure that it has 12 lead EKG capabilities. Additionally, perform the tasks listed under #7 and #9 below, under "Twice daily code cart checks" before accepting it.

Twice Daily Code Cart Checks

1. Check oxygen tank – replace tank if gauge reads < 1800 psi or out of green zone.
2. Check portable suction machine:
 - a. Machine fully charged, and plugged into electrical outlet.
 - b. Yankauer with suction tubing and canister in place.
 - c. Check adequacy of suction when machine unplugged: turn on, confirm green light on, & suction present.
3. Check **side of cart** – medium gloves present, needle box no more than ½ full.
4. Cardiac arrest board on back of cart.
5. Cart lock intact and correct lock number recorded on Code Cart Checklist, NIH-1355-1.
6. **Code cart contents** – Check expiration dates on "Code Cart Check" label and replace any expired items.
7. Check **top of cart** for presence of:
 - a. Quick Combo pads – adult & pediatric
 - b. extra roll defibrillator ECG paper
 - c. ECG electrodes – once package is opened, store in sealed bag and date it to expire 30 days from the day of opening.
 - d. defibrillation pads
 - e. defibrillation paddles
 - f. Resource Book with:
 - i. Emergency Response Record (NIH-2253)
 - ii. Code Cart Checklist (NIH-1355-1)
 - iii. ACLS Code Cart Inventory List
 - iv. Pediatric Emergency Drug Sheets (PEDS)
8. **Medication tray** - check expiration dates on "Code Cart Check" label, call pharmacy to arrange replacement if expired.
9. **Defibrillators** -
 - a. Inspect physical condition of defibrillator; look for cleanliness, cracks or damage.
 - b. Check power cable and accessory cables (ECG with 12 lead attachment, SPO2, and Quick Combo therapy cables) for broken, loose, or worn parts. Ensure connected.
 - c. LIFEPAK 15e: (Code Team, ICU, DASS, PVCS, cath lab) Perform manual user test daily **with unit unplugged** from electrical outlet. Verify success, place initials on printout.
 - d. LIFEPAK 20e only, Self-test is done daily at 3am. Check printout for successful self-test, place initials on strip
 - e. Defibrillator and suction machine should be plugged into a red electrical outlet if possible.

Weekly Code Cart Checks

1. Open cart and **inventory all contents**. Replace any missing or expired items. Replace lock. Record lock change and new lock number on Code Cart Checklist as comment. Replace "Code Cart Check" label indicating date of item next to expire, medication tray expiration and date/initials of person performing check.
2. **ACLS Carts only**:
 - a. Check that all laryngoscopes blades are individually wrapped. Check light on laryngoscope handle.
 - b. Check that all nasal and oral airways are individually wrapped. If not individually wrapped, when the bag is opened, all contents must be discarded.
 - c. Note that the above items have been checked at the bottom of the first page in the right column, under airway equipment.
3. **LIFEPAK 20e only**: Perform user test weekly **with unit unplugged** from electrical outlet.