

Code Cart Checklist (Non-ICU)

Patient Care Unit:

Month/Year:

DAY	TIME	LOCK #	SIGNATURE	COMMENTS	Daily Defibrillator Self/ User Check Pass?	Oxygen Tank Checked	<p>* ALL Code Carts: Monthly: (Last week)</p> <ul style="list-style-type: none"> • Cart inventoried and expirations replaced: Date: _____ Initials: _____ <p>ACLS Carts Only Monthly: (Last week)</p> <ul style="list-style-type: none"> • Airway Equipment Checked: Date: _____ Initials: _____ <p>Weekly Check:</p> <ul style="list-style-type: none"> • If LIFEPAK 20e: <u>User Test</u> performed weekly: <p>1st Week: Date: _____ Initials: _____</p> <p>2nd Week: Date: _____ Initials: _____</p> <p>3rd Week: Date: _____ Initials: _____</p> <p>4th Week: Date: _____ Initials: _____</p> <p>5th Week: Date: _____ Initials: _____</p>
1					Yes ___ No ___	Yes ___ No ___	
2					Yes ___ No ___	Yes ___ No ___	
3					Yes ___ No ___	Yes ___ No ___	
4					Yes ___ No ___	Yes ___ No ___	
5					Yes ___ No ___	Yes ___ No ___	
6					Yes ___ No ___	Yes ___ No ___	
7					Yes ___ No ___	Yes ___ No ___	
8					Yes ___ No ___	Yes ___ No ___	
9					Yes ___ No ___	Yes ___ No ___	
10					Yes ___ No ___	Yes ___ No ___	
11					Yes ___ No ___	Yes ___ No ___	
12					Yes ___ No ___	Yes ___ No ___	
13					Yes ___ No ___	Yes ___ No ___	
14					Yes ___ No ___	Yes ___ No ___	
15					Yes ___ No ___	Yes ___ No ___	
16					Yes ___ No ___	Yes ___ No ___	
17					Yes ___ No ___	Yes ___ No ___	
18					Yes ___ No ___	Yes ___ No ___	
19					Yes ___ No ___	Yes ___ No ___	
20					Yes ___ No ___	Yes ___ No ___	
21					Yes ___ No ___	Yes ___ No ___	
22					Yes ___ No ___	Yes ___ No ___	
23					Yes ___ No ___	Yes ___ No ___	
24					Yes ___ No ___	Yes ___ No ___	
25					Yes ___ No ___	Yes ___ No ___	
26					Yes ___ No ___	Yes ___ No ___	
27					Yes ___ No ___	Yes ___ No ___	
28					Yes ___ No ___	Yes ___ No ___	
29					Yes ___ No ___	Yes ___ No ___	
30					Yes ___ No ___	Yes ___ No ___	
31					Yes ___ No ___	Yes ___ No ___	

* Signature indicates that Code Cart was checked according to MAS Policy 95-1
(see reverse of checklist for guidelines)

Guidelines for Code Cart Checks

1. Code Carts are the responsibility of the Patient Care Unit/Clinic staff to maintain and resupply following use.
2. By signing the daily check column, you are attesting that all items under the daily code cart checks have been addressed.
3. If cart is opened or found unsecured, cart contents must be completely inventoried and any missing items replaced before relocking cart. Document lock number on Code Cart Check List – NIH-1355 with comment about reason for lock change.
4. Carts are checked:
 - Daily: on all patient care units, during clinic hours in the ambulatory care areas, and in diagnostic labs or suites when the areas are to be used for procedures.

Daily Code Cart Checks

All Code Carts – Check the following daily:

1. **Oxygen tank** – replace tank if gauge reads < 1800 psi or out of green zone. Place initials in the appropriate column on page 1.
2. Portable **suction machine** with Yankauer, suction tubing and canister place.
 - a. Check adequacy of suction when machine unplugged: turn on, confirm green light on, & suction present.
 - b. Machine is fully charged, and plugged into electrical outlet.
3. **Cardiac arrest board** on back of cart.
4. **Cart lock** intact and correct lock number recorded on Code Cart Checklist, NIH-1355.
5. **Code Cart Contents:** Check expiration date of “Code Cart Label” affixed to cart near lock. Replace any expired items.
6. **Clipboard** with Emergency Response Record (NIH-2253), Code Cart Checklist (NIH-1355), and appropriate BLS or ACLS Code Cart Inventory List.
7. **Pediatric Emergency Drug Sheets** (PEDS) present on all ACLS carts and BLS carts on pediatric units.
8. Presence of medium gloves and needle box (top of cart (BLS) or side of cart (ACLS)).

Additionally, for ACLS Carts (blue cart) only:

1. 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 gel
 - e. defibrillation paddles.
2. **Medication tray** - check expiration dates on “Code Cart Label”, call pharmacy to arrange replacement if expired.
3. **Defibrillators:**
 - a. Inspect physical condition of defibrillator; look for cleanliness, cracks or damage.
 - b. Check power cable and accessory cables (ECG, SPO2, and Quick Combo therapy cables) for broken, loose, or worn parts. Ensure connected.
 - c. **LIFEPAK 20e:** Self-test is done daily at 3am. **Check printout for successful self-test, place initials on strip and in the appropriate column on the checklist.**
 - d. **LIFEPAK 15e:** (Code Team, ICU, DASS, PVCS) Perform manual user test daily **with unit unplugged** from electrical outlet. **Verify success, place initials on printout and in the appropriate column on the checklist.**
 - e. Defibrillator and suction machine should be plugged into a red electrical outlet if possible.

Weekly Code Cart Checks

ACLS Carts with LIFEPAK 20e only: Perform user test weekly **with unit unplugged** from electrical outlet.

Monthly Code Cart Checks

1. **All Carts:** Open cart and **inventory all contents** (use appropriate code cart inventory list). Replace any missing or expired items. Replace lock and affix yellow label with date of next item to expire near locking mechanism and date/initials of person performing the check. Record lock change and new lock number on Code Cart Checklist as comment.
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 on the first page in the right column, under airway equipment.