

Tip Sheet: Use of Code Cart and Emergency Equipment Check Sheet

Enter the Unit/Area: ex. FBC/CPMC

Enter Month/Year: March/ 2024

Code sheet is 2 sided – day of month 1-15 on front, 15-31 on back.

Description of when to perform the checks:

- Check daily for units open 24/7; mark “CLOSED” for units closed on weekends/holidays

How to perform the check:

- Enter the time in the row corresponding with the day of the month
- Place a checkmark (✓) for each item that is within the standard
- If item does not meet standard, mark with asterisk (*) and use Corrective Action Taken column to document what was done. Correct issue in real time, unless immediately needed for patient use.
- Enter Lock # or “✓” for Airway box, Crash Cart, and Medication Drawer. If there are only 2 locks, mark N/A in the extra row.
- Enter initials of the employee checking the cart.

ITEMS TO VERIFY/PHYSICALLY CHECK: (if item does not apply, mark with N/A)

Defibrillator shock test – Ensure that One-Step pads are plugged in, set to defibrillate, set joules to 30, charge, when shock button lights up, decrease joules to 20; return joules to 30, charge, when shock button lights up, press shock.

- X Series is done daily
- R Series ALS and AED once a week (Mondays)

Daily visual check device – X Series, R Series and AED

- Verify cables present; capnography module present; device plugged in;

Daily visual check device –R Series and AED

- Visualize 2 green lights and green checkmark in the upper right to verify internal check successfully performed. Follow troubleshooting guide if Red “X” instead of checkmark (found on Intranet/Resources Tab/Clinical Education/ Zoll Resources folder).

O2, Airway Box, Suction, Backboard present

- Oxygen cylinder: At least 1000 PSI
- Suction: Verify portable suction (battery operated) is available, plugged in and lit to indicate charging. Second light should be lit indicating “OK”.
- Airway box present
- Backboard present

Airway Box

- Verify sealed, in date,
- Enter a checkmark (✓) for no change, or enter lock # when changed. **On the first date of page – enter lock #.**

One-Step Pads, Electrodes, Capnography filter,

- Verify presence of additional adult pad (as one is plugged in), (2) pediatric pads (if needed for unit patient population)

- Verify presence of EKG electrodes - sealed, in-date. If multi-pack opened, fold over to seal or place in non-biohazard zip lock bag, write expiration date on package (30 days from opened)
- Verify presence of extra paper

Code Cart

- Enter a checkmark (✓) for no change, or enter lock # when changed. **On the first date of page – enter lock #.**
- Verify sealed, in-date
- Clean
- Resource book present, latest resources (AHA resources dated 2020)

Med Box Lock

- Enter a checkmark (✓) for no change, or enter lock # when changed. **On the first date of page – enter lock #.**

Corrective Action Taken

- Enter time/initials and corrective action taken for any item with (*).