

REVISED 08/08/2012

EXCHANGE PROGRAM for CRASH CART or DRUG TRAY

1. Areas included: New model crash carts that are housed within MUPC, UH, WCH, and in any areas within these building complexes, are eligible for the Exchange Program.
2. Areas excluded: Off –site facilities, UH OR (at their request since they have old carts), EFCC, and MOI (at their request) are not part of the Exchange Program.
3. The Exchange Program has two parts; these are the drug tray replacement and the cart replacement. The Exchange process may be used for either, or both of these parts.
4. The Cart Exchange process is initiated:
 - a. At any time the cart lock is opened for an event
 - b. Whenever the expiration date posted on the cart has been reached
 - c. The cart may be opened at any time for teaching purposes. In this case, the responsible nurse must check contents when finished and then re-lock the cart. The Exchange Program is not activated. The new lock number and date should be recorded on the Daily Checklist.
5. The Drug Tray Exchange process is initiated:
 - a. At any time the tray is opened for an event
 - b. Whenever the expiration date posted inside the drug tray has been reached
6. The monthly crash cart check of contents for the new model crash carts has been eliminated.
7. A daily check of the new model crash cart and drug tray expiration dates will be performed and documented on the daily checklist.
8. CED has training carts available for staff who need review of cart and drug tray use, as well as regular mock code classes.

PROCESS FOR EXCHANGE

1. Nursing is responsible to:
 - a. Call Distribution for cart exchange
 - i. Remove defibrillator from used cart

- ii. If laryngoscope or McGill forceps is used, send to Sterile Processing. For the laryngoscope, send the whole set (handle and all blades).
 - iii. Remove clipboard, Adult and Peds drug cards, ACLS and PALS algorithm cards, external pacer/hands off defib cable, checklists, resuscitation records, and Lead II placement diagram
 - iv. Remove any unique unit items from cart (such as internal defibrillator paddles)
 - v. Replace defibrillator and unique supplies listed in “ii” and “iii” above to replacement cart
 - vi. Note expiration date on new cart (lock is applied by Distribution before sending to unit)
 - vii. Document exchange lock number and new expiration date on daily checklist
 - b. Send opened or expired drug tray to Pharmacy for replacement
 - i. Will sign for receipt of new drug tray
 - ii. Insert new sealed drug tray into top space of crash cart
 - iii. Apply new lock (supplied with replacement drug tray) and note number
 - iv. Document new lock number and new expiration date on daily checklist
 - c. Doppler will be kept in secure location other than on the crash cart
 - d. Nursing is responsible to assist Distribution in the Exchange process
 - e. Nursing is responsible to keep the outside of the cart clean
2. Pharmacy is responsible to:
 - a. Provide replacement drug trays when requested
 - b. Wrap and seal drug tray, assuring each item is current
 - c. Apply expiration date to tray of drug most close to expiration
 - d. Dispense crash cart lock with tray
3. Distribution is responsible to:
 - a. deliver exchange cart when requested for replacement and remove old cart from unit
 - b. Inventory and replace all items on crash cart, according to Peds and Adult checklists
 - c. Assure all items are current
 - d. Obtain equipment from SP as needed for replacement and assure wrappings are intact

- e. Note item most close to expiration, as this will become the expiration date posted on each cart
 - f. Distribution will stock all replacement carts in the same design. Gradually, this will produce a completely standardized crash cart inside each drawer for participating units in the Exchange Program
 - g. Distribution will supply any unit's request for a bulb/manometer assembly with adapter, for the W/A disposable BP cuffs. Each cart will have one assembly ready to use with any size of the disposable cuffs
 - h. Distribution will keep the inside of the carts clean.
 - i. Distribution will ask for the charge nurse or supervisor to assist in the Exchange process
4. Sterile Processing is responsible to:
- a. Clean and process laryngoscope sets and McGill forceps per standards
 - b. Test each processed laryngoscope handle and blade, batteries and bulbs for functionality
 - c. Assemble set and apply expiration date
 - d. Supply clean laryngoscope sets to Distribution when requested

FACILITY SUMMARY

- WCH – Contact Distribution and Pharmacy for exchanges – during non-business hours contact HM or Support Services for cart exchange
- UH – Contact Distribution and Pharmacy for exchanges 24/7
- MOI – they are keeping one exchange cart on 3rd floor – send runner to UH Pharmacy for drug tray exchange
- MUPC – contact UH Distribution and Pharmacy for exchanges 24/7
- EFCC – Contact Pharmacy for drug tray to be restocked – nursing will restock their cart as they are now – when they move to UH, they will join the UH Exchange Program
- Fairview GI Lab – Contact Fairview Pharmacy for drug tray to be restocked – nursing will restock their cart as they are now