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	Effective Date:	05-31-2022
	Document Type:	Standard Operating Procedure
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	Department/Section:	Nursing Service Division
	Document Title:	STANDARD USE OF EMERGENCY CART

PURPOSE:

To establish a standard in the checking and use of emergency carts in all regular stations.

SCOPE:


Applies to all Nursing Service Division staff of Dr. Pablo O. Torre Memorial Hospital.

PERSON RESPONSIBLE:

Registered Nurse, Nursing Attendant, Inpatient Pharmacist

GENERAL GUIDELINES:

1. All regular stations shall abide by the standardized use of emergency cart.
2. The emergency cart (e-cart), by its very name, shall be used only during emergency situation.
3. The e-cart shall be checked once the seal is removed.
4. All medicines taken from the e-cart during emergencies shall be replenished immediately or before the end of the shift.
5. The e-cart should be sealed using pull thru seals/ plastic seals or any appropriate security seals.
6. The Nurse who is on duty during the emergency shall be accountable to replenish and ensure the completeness of e-cart before resealing.
7. The e-cart shall be checked every shift with remarks as SEALED at the e-cart log book.
8. Maintain the e-cart in a location that is easily accessible to the clinical areas. Ensure that all staffs know where and how the cart and/or emergency equipment is stored.

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PROCEDURE:

During Emergency Cases


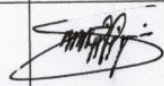



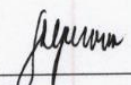
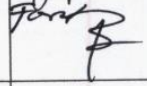

1. Nurse on duty/ Nursing Attendant brings the emergency cart to the scene during emergency situations.
2. Nurse on duty opens the emergency cart and gives the medicines and supplies needed.
3. Nurse in charge documents all medicines and supplies used.
4. Nurse in charge creates request for the replacement of all medicines and supplies used.
5. Inpatient Pharmacist (if available on the area) or Nurse on duty replaces the medicines and supplies used in the e-cart immediately or within the shift.
6. Nurse in charge endorses the completed e-cart to the Head Nurse/ Assigned Nurse for e-cart.
7. The Head Nurse/ Assigned nurse checks the e-cart before sealing.

Daily/ Routine Checking

1. Check the completeness of e-cart at the start of the shift.
2. Fill out the e-cart checklist accordingly.
3. Expiration dates on medications should be checked every first day of the month.
4. Medications that are about to expire in 3 months time are endorsed to the Pharmacy Division for proper utilization and to avoid wastage. If an expired medication is found, it should be promptly removed and replaced.
5. If a certain medication is not available, make a remark and endorse it immediately to the Head Nurse.

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APPROVAL:

	Name/Title	Signature	Date
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Verified by:	RICHARD S. MONTILJAO, RN OIC Policy Development Officer		5/19/22
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	HANNAH KHAY S. TREYES, RN, MN Chief Nurse		5/30/2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		5/31/2022
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Director		6/1/2022
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		6/2/22
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		



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KEY TASKS	PERSON RESPONSIBLE
DURING EMERGENCY CASES	
1. Brings the emergency cart to the scene during emergency situations.	Nurse on duty/ Nursing Attendant
2. Opens the emergency cart and gives the medicines and supplies needed.	
3. Documents all medicines and supplies used.	
4. Creates request for the replacement of all medicines and supplies used.	
5. Replaces the medicines and supplies used in the e-cart immediately or within the shift.	Inpatient Pharmacist or Nurse on duty
6. Endorses the completed e-cart to the Head Nurse/ Assigned Nurse for e-cart.	
7. Checks the e-cart before sealing.	Head Nurse
Daily/ Routine Checking	
1. Checks the completeness of e-cart at the start of the shift.	Nurse on duty
2. Checks expiration dates on medications every first day of the month.	
3. Endorses medications that are about to expire in 3 months time to the Pharmacy Division for proper utilization and to avoid wastage.	



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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	GIA P. BANDRIA, RN Head Nurse		6/7/22
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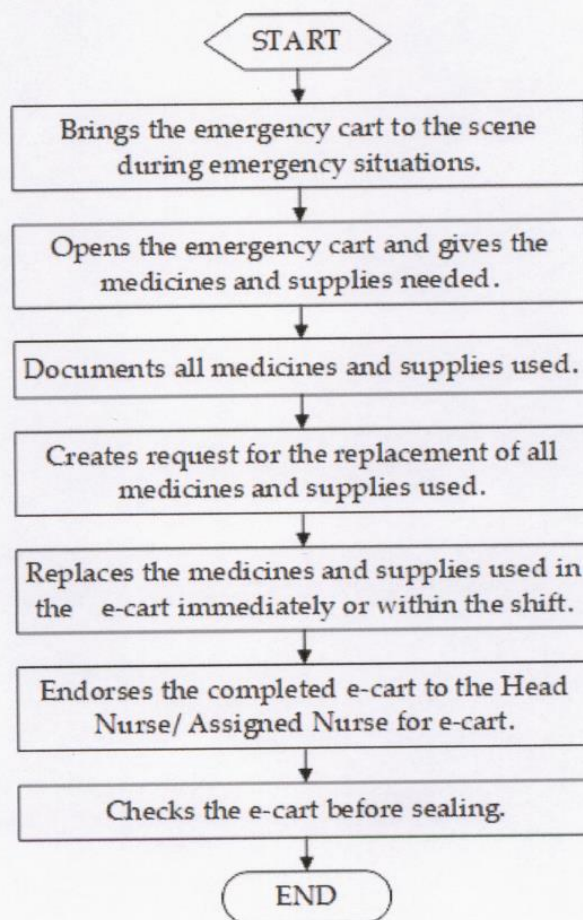
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FLOWCHART

During Emergency Cases



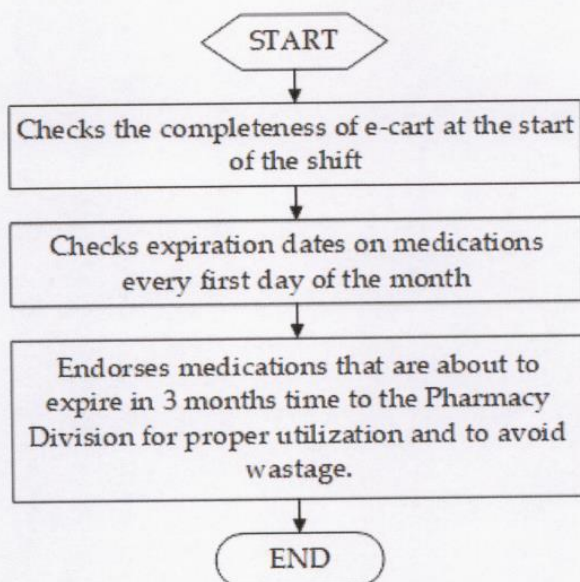



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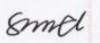

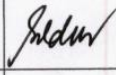


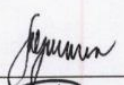

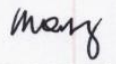
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Daily/ Routine Checking



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